Core Correctional Practices
Train the Trainer Protocol

The University of Cincinnati Corrections Institute (UCCI) offers a Train the Trainer (T4T) process for Core Correctional Practices 2-Day training (CCP). As such, agencies and organizations can develop internal capacity and sustain long-term use of CCP’s within the provision of services. A description of the T4T process, the staff selection and certification criteria, and costs are outlined below.

General Description of Train-the-Trainer

The CCP T4T is a 4-day training that prepares staff previously trained in CCP to train other staff. UCCI-approved Master Trainers provide the T4T training. The maximum number of T4T training participants is 12 individuals.

The training covers CCP training logistics, content and strategies. It also provides the opportunity for each participant to practice delivering training via teach backs and a live end-user session. The full training is designed to allow the participant to demonstrate the essential CCP trainer lessons, during which Master Trainers measure participant ability to deliver the training. At the end of the T4T training, participants will be administered a written examination. The exam tests on specific training content learned throughout the training, as well as the trainer’s knowledge of CCP and their application.

T4T Selection Criteria:

To be selected for this training, staff must meet the following requirements:

1) Attended and participated in a 2-day CCP end-user training as conducted by a UCCI certified CCP trainer; and

2) Demonstrate an understanding of CCP concepts and applications.

T4T Participant Selection Guidelines:

In addition to attending the initial end user 2-day CCP training individuals selected to attend T4T training should:

1) Possess skill and comfort with public speaking, preferably with experience conducting trainings;¹

¹ The CCP T4T will focus on the content of the training rather than teaching general skills in effective training or adult learning.
2) Demonstrate a thorough understanding of cognitive-behavioral interventions, core correctional practices, and evidence-based strategies for correctional treatment;

3) Value the use of these correctional practices in their daily interactions with offenders;

4) Have a flexible schedule that allows for training time, supported by your organization;

5) Be a reliable and long-term employee within your agency; and

6) Express interest and enthusiasm in becoming a trainer.

**T4T Participant Certification**

Based upon training participation and training ratings and written examination scores, T4T participants will be classified into one of three categories: 1) Certified Trainer; 2) Co-Trainer; or 3) Uncertified.

After completing the training and receiving acceptable scores on teach-backs and the exam, Certified Trainers may begin training CCP within their agency immediately. If a participant does not meet the expectations needed to be certified, the individual may be considered a Co-Trainer. These individuals require additional practice delivering the material or learning the key concepts and must co-train with a Certified Trainer until deemed appropriate for certification by the Master Trainer and approved by UCCI (process and pricing to be determined on an individual basis).

Uncertified participants are individuals who are unable to successfully complete the training requirements. Cases are rare when an individual is appropriately selected for the training and then does not demonstrate the necessary skills for certification. However, if the UCCI Master Trainer, via objective evidence, determines a participant is unable to demonstrate the necessary trainer skills needed, the person will not be certified.

To be certified as either a Certified Trainer or a Co-Trainer, T4T participants must:

1) Attend the entire 2-day T4T Training (2-days in class with a UCCI Master Trainer and 2-days delivering the live end-user training under the observation of UCCI Master Trainer\(^2\));

2) Fully participate in the 2-day training process;

3) Pass the written examination; and

4) Receive an acceptable rating score from the UCCI Master Trainer on their ability to effectively deliver the training material.

**T4T Training Agreement and MOU:**

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\(^2\) The agency is responsible for organizing the 2-day live end-user training and responsible for providing the training materials needed for the 2-day live end-user portion. UCCI will supply electronic versions of the material along with assembly instructions for the manuals.
Individuals certified as Trainers for CCP are only permitted to train within the scope of their employment with the contracting agency. Any exceptions to this must be granted by UCCI. If a certified trainer is no longer with the contracting agency, they forfeit all rights to train the material unless specific permission is granted by UCCI. All trainers are required to sign the MOU (see Appendix A) at the time of the training which outlines these restrictions. If participants do not sign the agreement, they will not be certified.

**T4T Cost:**

The initial 2-day CCP training for up to 30 staff is $7,000 within driving distance ($9,000 if flying).

The 4-day CCP Certification Process for up to 12 staff is $18,000 within driving distance ($20,000 if flying).

If you are interested in learning more or scheduling a CCP T4T, please contact Jen Scott at Jennifer.Scott@uc.edu or 513-556-7765.
Appendix A

CORE CORRECTIONAL PRACTICES (CCP)

TRAIN THE TRAINER (T4T) MEMORANDUM OF UNDERSTANDING

Under this Agreement, ________________________________ (PRINT NAME), from ________________________________ (PRINT AGENCY NAME), I consent to the following:

(a) I forfeit all rights to train the Core Correctional Practices (CCP) material upon termination of employment with the contracting agency, full-time, part-time or contractual, unless specific permission is granted by the University of Cincinnati Corrections Institute (UCCI).

(b) I will not train the Core Correctional Practices (CCP) material outside the scope of my current employment, unless granted permission by the University of Cincinnati Corrections Institute (UCCI).

(c) Upon completion of each training session, I will submit the names, titles, and emails of all trainees to the University of Cincinnati Corrections Institute (UCCI) for certification of attendance.

(d) I recognize that the University of Cincinnati holds ownership and copyright of the Core Correctional Practices (CCP) material, and as such I will abide by all copyright laws and restrictions as outlined in the training manual.

__________________________________________  ________________
Trainee                                      Date

__________________________________________  ________________
University of Cincinnati Representative     Date