Thinking for a Change
Train the Trainer Protocol

The University of Cincinnati Corrections Institute (UCCI) offers a Train the Trainer (T4T) process for Thinking for a Change (T4C). As such, agencies and organizations can develop internal capacity and sustain long-term use of T4C 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 T4C T4T is a 4-day training that prepares previously trained facilitators in T4C to train other staff. UCCI-approved Master Trainers provide the T4T training. The maximum number of T4T training participants is 8 individuals.

The training covers T4C training logistics, content and strategies. It also provides the opportunity for each participant to practice delivering training via in training teachbacks. The full training is designed to allow the participant to demonstrate the core T4C trainer lessons, during which Master Trainers measure participant ability to deliver the techniques. At the end of the T4T training, participants will be administered a written examination. The exam tests on training content learned throughout the week, as well as the trainer’s knowledge of basic cognitive-behavioral theory components.

T4T Selection Criteria:

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

1) Attended and participated in a T4C end-user training as conducted by a UCCI or National Institute of Justice (NIJ) certified T4C trainer.

2) Facilitated one full cycle of a T4C group treatment program.

T4T Participant Selection Guidelines:

In addition to attending the facilitator training and conducting the T4C curriculum, individuals selected to attend T4T training should:

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

¹ The T4C 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 theory and evidence-based strategies for correctional treatment;
3) Value the use of cognitive-behavioral strategies in treating individuals;
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, 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 T4C facilitators. 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 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 4-day T4T Training;
2) Fully participate in the 4-day training process;
3) Receive an acceptable rating score from the UCCI Master Trainer on their ability to effectively deliver the training material; and
4) Pass the written T4T examination.

**T4T Training Agreement and MOU:**

Individuals certified as Trainers for T4C 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 4-day T4C training for up to 16 staff is $13,000 within driving distance ($16,000 if flying).

The 4-day T4C T4T Certification Process for up to 8 staff is $20,000 regardless of location.

If you are interested in learning more or scheduling a T4C T4T, please contact Jennifer Scott at Jennifer.Scott@uc.edu or 513-556-7765.
Appendix A

THINKING FOR A CHANGE (T4C)

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 Thinking for a Change (T4C) 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 Thinking for a Change (T4C) 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.

_____________________________  ______________________
Trainee                      Date

_____________________________  ______________________
University of Cincinnati Representative  Date