

**Metropolitan  
State University**



**SCHOOL OF LAW ENFORCEMENT AND CRIMINAL JUSTICE**

# **APPLICATION PACKET**

## **Evidence Based Practices in Corrections Certificate Program Cohort Application**

**Metropolitan State University**

School of Law Enforcement and Criminal Justice

**Evidence Based Practices in Corrections Certificate Program**

### **APPLICATION PROCEDURE**

The Evidence Based Practices in Corrections Certificate Program (herein “EBP Program”) began when faculty from the School of Law Enforcement and Criminal Justice (SLC) and the Department of Human

Services worked with Hennepin County Department of Community Corrections and Rehabilitation (DOCCR) to create and pilot a program designed to teach people the knowledge and skills they need to be successful in working with justice involved individuals. Representatives from both agencies met continuously over several years. This development team identified that students would benefit from being taught the history of evidence-based practices in corrections, Motivational Interviewing, cognitive behavioral interventions, case planning, risk assessment tools and how they are guided by the principles of effective intervention. The program was successfully piloted in Fall 2017. Student feedback on the pilot was overwhelming positive, and most pilot students have moved into new jobs in the field of corrections.

Students participating in the EBP Program enroll in four courses (for a total of 12 credits) concurrently: Introduction to Evidence-Based Practices (CJS 202), Counseling and Interviewing Skills (HSER 346; which includes Motivational Interviewing and Cognitive Behavioral Interventions), Risk Need Responsivity in Evidence-Based Practices (CJS 303), and Case Planning with Justice-Involved Individuals (CJS 304). These courses also fulfill the required directed electives for a Bachelor's degree in Criminal Justice from Metropolitan State University. This program is offered in a cohort format in which accepted students will take all required courses together at the same time. Fall 2021 will be the fourth cohort to complete the EBP Program while earning college credit at Metropolitan State University.

The curriculum includes the same education that probation officers in the state of Minnesota receive while on the job. This means students who receive an EBP Certificate from Metropolitan State University will be entering the job market with the skills they need to be competitive and have the necessary skills to make an immediate impact with clients. But this does not come easy; the EBP Program is very rigorous. **Classes are held two evenings per week for 3.25 hours each and approximately one Saturday per month for a full 8 hours.** Due to the practical skills that are taught, ***regular attendance is mandatory***. Failure to attend at least 90% of course hours will result in a failing grade for the course. Students who fail any of the courses in the EBP Program are not eligible to receive the EBP Certificate. And due to the cohort nature of the EBP Program, individual courses cannot be made up. Just like a job, the EBP Program requires commitment! **All courses in 2021 will taught virtually via Zoom.**

The program cost is estimated to be approximately \$3850. This includes tuition and fees for the courses, LS/CMI training materials and simulation fee. Not included in this estimate are the costs for textbooks. The EBP Certificate Program is not currently eligible for federal financial aid. There are scholarships available (see attached application) and the program does qualify for tuition reimbursement in Hennepin County and many other counties who offer this benefit.

### **APPLICATION DEADLINE**

**Applications are now being accepted for the Evidence-Based Practices in Corrections Certificate Program.** Completed applications to the program will be accepted on an ongoing basis.

Applications received after this time will be considered based on available space and may be put on a wait list. Please note this program is subject to cancellation or modification if minimum enrollment numbers are not reached and/or there are other significant factors.

### **COMPLETING THE APPLICATION PACKET**

More applications from qualified individuals may be received than there are spaces available. Qualified students who are not admitted will be placed on a waiting list. Applications are evaluated based on the following information:

- 1) Complete application packet
- 2) Cover letter (see details below)
- 3) Personal resume (see details below)

**Review the instructions below carefully and submit applications only when all materials are complete. Incomplete applications will not be considered.**

- 1) **Application Checklist:** Fill this form out completely.
- 2) **Application Cover Sheet:** Fill this form out completely.
- 3) **Cover Letter:** Submit a cover letter outlining your career objectives. Explain why you want to participate in the EBP in Corrections Certificate Program at Metropolitan State University. This letter provides an opportunity for applicants to demonstrate strong written communication skills.
- 4) **Current Resume:** Resumes should be clear and easy to understand. Be certain to include experiences that are relevant to working with justice-involved individuals, such as employment or volunteer work. These experiences should demonstrate your ability to work with people from diverse backgrounds. Your resume should include the following information:
  - career objectives
  - education
  - community involvement
  - work experience (past and/or current)
  - any additional experience working with justice-involved individuals
- 5) **Submitting Application:** Send completed application materials directly to the program coordinator before the deadline via email.

**Lesli Blair, Coordinator, Evidence-Based Practices in Corrections Certificate Program**

[lesli.blair@metrostate.edu](mailto:lesli.blair@metrostate.edu)

## **NOTIFICATION OF ADMISSION TO PROGRAM**

The School of Law Enforcement and Criminal Justice will notify applicants of provisional admission. Upon receipt of an admission offer to the program, students will be required to:

- 1) sign a letter of acceptance to reserve a seat in the program,
- 2) be formally admitted to Metropolitan State University. Instructions will be provided to those individuals admitted to the program.

## **PROGRAM COORDINATOR**

**Lesli Blair, PhD** is currently both the coordinator of the Evidence-Based Practices in Corrections Certificate Program and an associate professor in the Criminal Justice Bachelor of Arts program at Metropolitan State University. She graduated from the doctoral program in the School of Criminal Justice at the University of Cincinnati. As a graduate student, she immediately began working under Dr. Edward Latessa at the University of Cincinnati Corrections Institute (UCCI). Dr. Blair continues to work for UCCI as a contractor, coaching probation officers in the use of Effective Practices in Correctional Supervision (EPICS). She is passionate about encouraging the use of evidence-based practices in the field of corrections.

METROPOLITAN STATE UNIVERSITY  
 School of Law Enforcement and Criminal Justice  
**Evidence-Based Practices in Corrections Certificate Program**  
**Application Checklist**

**Name (PRINT):**

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**Mobile Phone Number:**

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**Email Address (PRINT) :**

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- DO NOT SUBMIT ANY PORTION OF THIS PACKET UNTIL ALL REQUIRED INFORMATION HAS BEEN COLLECTED. • TO ENSURE YOUR APPLICATION IS COMPLETE, USE THIS FORM AS A CHECKLIST AND INCLUDE WITH YOUR APPLICATION PACKET.

Included?		<b>Leave Blank SLC Use Only</b>
<input type="checkbox"/>	Application Cover Sheet	
<input type="checkbox"/>	Cover Letter	
<input type="checkbox"/>	Personal Resume	
<input type="checkbox"/>	Hennepin County Scholarship application (if applicable)	
<input type="checkbox"/>	I understand that the Evidence-Based Practices in Corrections Certificate Program is subject to cancellation or modification depending on enrollment numbers and/or other significant factors.	

Metropolitan State University  
 School of Law Enforcement and Criminal Justice  
**Evidence-Based Practices in Corrections Certificate Program**  
Application Cover Sheet

FULL, <b>LEGAL</b> NAME (FIRST – MIDDLE – LAST)		PREVIOUS LAST NAME (IF APPLICABLE)	
MAILING ADDRESS			
CITY		STATE	ZIP CODE
HOME PHONE NUMBER (      )	MOBILE PHONE NUMBER (      )	WORK PHONE NUMBER (      )	
E-MAIL ADDRESS		DATE BACHELOR'S DEGREE CONFERRED (IF APPLICABLE) MONTH:                  YEAR:	
COLLEGE/UNIVERSITY GRANTING BACHELOR'S DEGREE (IF APPLICABLE)		CUMULATIVE GRADE POINT AVERAGE (IF APPLICABLE)	
I am a United States citizen. <input type="checkbox"/> YES <input type="checkbox"/> NO		Have you ever applied for admission to Metropolitan State University? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN?	

Metropolitan State University is asking you to provide information that includes private and/or confidential information under state and federal law. **We are asking for this information in order to process your enrollment form.** You are not legally required to provide the information the college/university is requesting; however, the university may not be able to effectively process your application if you do not provide sufficient information.

**Initial each of the following:**

- \_\_\_\_\_ 1. I have read and understand all the applications materials for this program.
- \_\_\_\_\_ 2. I understand this is intended as a one-semester cohort program. All courses must be taken during the same semester and all at the same time. Exceptions will not be made for those who may already be certified in one of the areas of study.
- \_\_\_\_\_ 3. I understand that attendance at all scheduled class hours is mandatory. Missing more than 10% of the class hours for any one course will result in failure of the program. The schedule has been provided in this application packet.
- \_\_\_\_\_ 4. I understand that all coursework in this program must be completed at Metropolitan State University and that previous related coursework cannot be used to waive any portion of the certificate program curriculum.
- \_\_\_\_\_ 5. I understand that the delivery of the curriculum may change and the program is subject to cancellation or modification depending on enrollment numbers and/or other significant factors.
- \_\_\_\_\_ 6. I attest that all information in my application materials is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# EVIDENCE BASED PRACTICE CORRECTIONAL PROFESSIONAL CERTIFICATE PROGRAM

## SCHOLARSHIP APPLICATION

Metropolitan State University and Hennepin County Department of Community Corrections and Rehabilitation (DOCCR) may offer two scholarships for each cohort of the EBP Corrections Professional Certificate Program.

To be eligible for the scholarship someone must be:

- Accepted to and enrolled as a student in the EBP Certificate Program
- A US Citizen or permanent resident
- Work in a role serving Hennepin County DOCCR clients as a community based provider, volunteer, intern or non-benefit earning limited duration staff.
- Good faith efforts will be made to identify qualified applicants from underrepresented communities.

Note: Benefit earning DOCCR employees are not eligible for the scholarship as they have access to tuition reimbursement.

Interviews may be scheduled for final selection of candidates.

Please answer the questions below:

Name: \_\_\_\_\_

Best way to contact you: \_\_\_\_\_

1. Please describe your goal in pursuing the Evidence Based Practice Corrections Professional Certificate Program.

**2. How do you hope to use the skills learned in this program to impact DOCCR clients?**

**3. Are you able to commit to all class dates/times for the Fall of 2021 offering?  
(please see schedule in application packet)**

**4. What else would you like to share with the selection committee about how receiving this scholarship might impact you and/or your clients?**



## EBP CERTIFICATE SAMPLE SCHEDULE

### Course 1: Intro to EBP

Kick off and Session 1	Monday, Aug 23rd	6-9:15 pm
Session 2	Thursday, Aug 26 <sup>th</sup>	6-9:15 pm
Session 3	Monday, Aug 30 <sup>th</sup>	6-9: 15 pm

### Course 2: HSER: Counseling and Interviewing Skills: Part 1= Motivational Interviewing and Course 3 Risk Need Responsivity

Session 1: MI Level 1 part 1	Thursday, Sept 2nd	6-9:15 pm
Session 2: MI Level 1 part 2	Thursday, Sept 9 <sup>th</sup>	6-9:15pm
Session 3: MI Level 1 part 3	Monday, Sept 13th	6-9: 15pm
Session 4: MI Level 1 part 4	Thursday, Sept 16th	6-9: 15pm
Session 5: MI Level 2 coaching circles 1 & 2	Monday Sept 20 <sup>th</sup>	6-9:15pm
Session 6: MI Level 2 coaching circles 3 & 4	Thursday Sept 23 <sup>rd</sup>	6-9:15pm
Session 1: : Risk, Need, Responsivity	Saturday Sept 25 <sup>th</sup>	8-4pm
Session 7: MI Level 2 coaching circles 5,6 & 7	Monday Sept 27 <sup>th</sup>	6-9:15pm
Session 2: Risk Need Responsivity	Thursday, Sept 30 <sup>th</sup>	6-9:15pm
Session 3: RNR	Monday, Oct 4 <sup>th</sup>	6-9:15pm
Session 4: RNR	Thursday, Oct 7 <sup>th</sup>	6-9:15pm
Session 5: RNR and Responsivity Dialogue with Dr. Raj.	Saturday, Oct 9 <sup>th</sup>	8am-4pm
Session 8: MI Tape Coaching	Week of Monday, Oct 11 <sup>th</sup>	By appointment
Session 6: RNR	Thursday, Oct 14 <sup>th</sup>	6pm-9:15pm
Session 7: RNR	Monday, Oct 18 <sup>th</sup>	6pm-9:15pm
Session 8: RNR	Thursday, Oct 21 <sup>st</sup>	6pm-9:15pm

Course 2 HSER: Counseling and Interviewing Skills: Part 2= Cognitive Behavioral Interventions

Session 1	Monday Oct 25th	6-9: 15pm
Session 2	Thursday, Oct 28th	6-9:15pm
Session 3	Sat Oct 30 <sup>th</sup>	8-4
Session 4	Monday Nov 1 <sup>st</sup>	6-9:15pm
Session 5	Thursday Nov 4 <sup>th</sup>	6-9:15pm

Course 4 Case Planning

Session 1	Monday, Nov 8 <sup>th</sup>	6pm-9:15pm
Session 2	Thursday, Nov 11 <sup>th</sup> ( Vet. Day?)	6pm-9:15pm
Session 3	Monday, Nov 15 <sup>th</sup>	6pm-9:15pm
Session 4	Thursday, Nov 18th	6pm-9:15pm
Session 5	Monday Nov 22 <sup>nd</sup>	6pm-9:15pm
Session 6	Monday Nov 29 <sup>th</sup>	6pm-9:15pm
Session 7	Dec 2 <sup>nd</sup>	6pm-9:15 pm
Session 8	Dec 4 <sup>th</sup>	8am -12pm or 1pm-5pm