



**METRO STATE
UNIVERSITY**

SCHOOL OF LAW ENFORCEMENT AND CRIMINAL JUSTICE

APPLICATION PACKET

Evidence Based Practices in Corrections Certificate Program Cohort Application

Metro 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. Many certificate recipients 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). This program is offered in a cohort format in which accepted students will take all required courses together at the same time.

These courses also fulfill the required directed electives for a Bachelor’s degree in Criminal Justice from Metro State University. Credit from EBP courses in which students earn at least C- will count towards a Criminal Justice BA degree.

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 Metro 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. Students who do not receive at least a B- in ALL of the courses in the EBP Program are not eligible to receive the EBP Certificate.** Just like a job, the EBP Program requires commitment!

The program cost is estimated to be approximately \$3850. This includes tuition and fees for the courses. 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 Metro 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

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 Metro 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 Metro 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 is passionate about encouraging the use of evidence-based practices in the field of corrections.

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

Name (PRINT):

Mobile Phone Number:

Email Address (PRINT) :

- 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?		Leave Blank SLC Use Only
<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.	

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

FULL, LEGAL 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?	

Metro 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 Metro 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

Metro 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?