National Institute of Corrections **Form B**

(This form may be duplicated.)

Statement of Interest to Host Partnership Programs

(to be completed by **agencies** applying to host a partnership program)

Agencies interested in hosting an NIC partnership program must complete (type or print legibly) and sign this form, obtain the necessary endorsement, and mail or fax (by the due date) to the National Institute of Corrections, 1960 Industrial Circle, Longmont, CO 80501; fax 303–682–0469. All Statements of Interest will be acknowledged.

Agency name _____

Agency address _____

City/State _____ ZIP Code _____

Agency contact person _____

Title _____

Telephone (____) _____ Fax (____) _____

Title of partnership program requested _____

_____

Training date(s) in order of priority _____

Facilities available to accommodate the training *(a large main room—1,200 square feet minimum—and at least two adjacent or nearby breakout rooms—400 square feet minimum each—are required)*

_____

_____

Endorsement of Application by Agency Chief Executive Officer

Nomination/endorsement must be made by the chief executive officer as defined on the back of this application.

Our agency is interested in hosting the above-named partnership program. If accepted to host this training program, we acknowledge that all expenses except those of the trainers and training materials are our responsibility as the requesting agency. Further, we agree to publicize this program and solicit the appropriate number of participants (24–30).

_____ _____ _____

Signature of chief executive officer Date Type or print name

_____ (____) _____

Title of chief executive officer Telephone

Endorsement of Application by Agency Chief Executive Officer

NIC will return as "incomplete" application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **jails.** If the jail is under the sheriff, the sheriff must endorse the application. If not, the application must be endorsed by the chief executive officer of the local department of corrections.
- For **prisons.** The director or commissioner of the state department of corrections.
- For **community corrections.** The head of the agency, such as the chief probation officer, chairperson of the parole board, executive director of the agency, or director of the department of corrections, depending on the organizational structure of the agency.
- For **employees of the federal Bureau of Prisons.** Both the warden **and** the assistant director of human resource management at central office.
- Individuals from **private organizations** must submit an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.