



The Thinking for a Change-Certified Facilitator (T4C-CF) credentialing program was developed through the combined efforts of the Center for Credentialing & Education (CCE), the National Institute of Corrections (NIC), and the authors of the T4C curriculum. If you would like more information about the T4C group facilitator training program, contact Bernie Iszler (biszler@bop.gov) or Leslie LeMaster (llemaster@bop.gov) at NIC, or visit www.nicic.gov.

This credential is designed for individuals who have successfully completed a NIC-approved T4C group facilitator training program and who already have or who plan to facilitate the T4C curriculum to appropriate target populations (e.g., incarcerated individuals, juvenile offenders, individuals on probation, or other individuals under the supervision of the court).

IMPORTANT

You must complete Exam 1 by June 30, 2012,
to participate in the norming process.



CENTER FOR
**CREDENTIALING
& EDUCATION**

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There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.



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Be sure to make copies of all your forms and documents before mailing your application. CCE will not return any forms or documents to you or to a third party once your application has been submitted.

This application packet is for individuals who have completed a NIC-approved T4C group facilitator training program.

The Thinking for a Change-Certified Facilitator (T4C-CF) credential attests to the training, knowledge, skills and competencies of those who have successfully completed all aspects of the T4C-CF credentialing process defined in this application and who take the necessary steps to maintain the certification. Many correctional agencies across the country have been capacitated/qualified to train their own staff. Please investigate your state and local agency resources to leverage this training as your first option. Otherwise, questions about T4C group facilitator training dates and locations should be directed to Bernie Iszler (biszler@bop.gov) or Leslie LeMaster (llemaster@bop.gov). CCE cannot provide assistance in locating training opportunities.

BACKGROUND

T4C is an evidence-based cognitive behavior group facilitation program that has been used to train thousands of correctional staff working directly with offender groups since its founding in 1997. In 2004, the authors of the T4C curriculum, NIC and CCE began constructing the framework for a credentialing process for T4C group facilitators. The need for the certification was recognized by NIC, which in turn sought guidance from CCE to develop and administer the credentialing process.

CCE ETHICS POLICIES AND PROCEDURES

T4C-CF applicants and certificants are responsible for ensuring that their behavior adheres to the standards identified in the T4C-CF *Code of Ethics*.

An applicant must complete all portions of the T4C-CF application, including the Ethics Certification and Attestation, and the Applicant Certification and Agreement/Release Authorization. Application disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosures do not automatically render an individual ineligible for certification. CCE reserves the right to deny eligibility based on an ethics disclosure. Application fees are not refundable when an application is rejected.

The Credential Eligibility Policy Relating to Criminal or Lesser Offense Convictions and Other Disciplinary Matters, the *CCE Ethics Case Procedures* and the *T4C-CF Code of Ethics* are available for your review on the CCE Web site at www.cce-global.org.

WHY CERTIFY?

Certification indicates the ability to provide competent service within a specified professional area. Certification indicates integrity, including adherence to specific ethical and behavioral codes. Certificants encourage quality through their commitment to the credentialing standards. Certification demonstrates commitment to a profession and/or to the standards represented by the credential, and provides a sense of accomplishment in having mastered a specific knowledge and skill set. Through the credentialing organization, a certificant is part of a larger group of individuals committed to high standards within a specified professional area. Certificants help to guide and develop professional standards by maintaining the integrity of established processes.

INQUIRIES

If you have specific questions regarding the T4C-CF credential prior to applying, contact CCE at cce@cce-global.org.

CCE-T4C-CF
3 Terrace Way
Greensboro, NC 27403
Tel: 336-482-2856 Fax: 336-482-2852
E-mail: cce@cce-global.org Web: www.cce-global.org

ABOUT NORMING

What is norming?

In credentialing, norming is the limited period of time during which an organization tests the processes associated with a new credentialing program. NIC, CCE and the T4C curriculum authors have worked to establish a sound process for the Thinking for a Change-Certified Facilitator (T4C-CF) credential. The norming period has been extended to allow applicants to apply and complete Exam 1 by June 30, 2012. The application process includes two assessments. By applying during the norming period, you are helping to assure a quality process for future applicants. In exchange, as long as you meet the requirements and take both required assessments during the time frame prescribed in the norming application, you are not required to achieve a passing score on either assessment. During norming, when the assessments are being tested, pass/fail criteria has not been determined and, therefore, cannot be applied to scores. Another advantage to applying during this period is that norming applicants may provide documentation of having cofacilitated the T4C curriculum to target populations before applying and/or taking the first assessment. After norming, CCE expects applicants to successfully cofacilitate two full cycles of the curriculum after they take the first and before taking the second assessment. Individuals credentialed during the norming process are full credential holders, with the same rights and responsibilities as credential holders who apply later. Because this is a norming process for a new credential, CCE reserves the right to adjust timelines as necessary to accommodate the need for adequate process review.

What are the requirements and process for becoming credentialed during the norming period?

1. **Code of Ethics:** T4C-CF applicants and certificants are responsible for ensuring that their behavior adheres to the standards identified in the T4C-CF *Code of Ethics*.

An applicant must complete all portions of the T4C-CF application, including the Ethics Certification and Attestation, and the Application Certification and Agreement/Release Authorization. Application disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosures do not automatically render an individual ineligible for certification. CCE reserves the right to deny eligibility based on an ethics disclosure. Application fees are not refundable when an application is rejected.

The *Credential Eligibility Policy Relating to Criminal or Lesser Offense Convictions and Other Disciplinary Matters*, the *CCE Ethics Case Procedures* and the *T4C-CF Code of Ethics* are available for your review on the CCE Web site at www.cce-global.org.

2. **Education:** All T4C-CF applicants must have at minimum, a high school diploma or GED.
3. **Training:** All T4C-CF applicants must have completed a 32-hour or four-day NIC-approved T4C group facilitator training program. An alternate training process requires on-the-job training plus an eight-hour T4C video series. Please note: if you are seeking training, many correctional agencies across the country have been capacitated/qualified to train their own staff. Please investigate your state and local agency resources to leverage this training as your first option. Otherwise, questions about T4C training opportunities should be directed to Bernie Iszler (biszler@bop.gov) or Leslie LeMaster (llemaster@bop.gov).
4. **Application:** Submit a completed Thinking for a Change-Certified Facilitator 2011 Norming Application (included in this packet) along with the \$150 fee and official verification of completion of a NIC-approved T4C group facilitator training. The application should be mailed to CCE using the P.O. box address provided. Official verification of training may be the certificate you were given when you completed the 32 hours, four-day or equivalent training process, or a letter from your employer's human resources department verifying successful completion of NIC-approved T4C group facilitator training through your employer.

5. **Content-Based T4C Provisional Certification Assessment:** The first of the two required assessments is based on information provided during the NIC-approved T4C group facilitator training and is in multiple-choice format. Both assessments are given on a computer at an assessment center. The examination dates and locations will be provided at a later date. There are 175 testing sites, with at least one in every state.
6. **Experience:** Successful cofacilitation of two full cycles of the T4C curriculum to target populations within two years of passing the content-based T4C Provisional Certification Assessment. During norming, this experience may have occurred before applying for the credential or before taking the content-based exam. Moving to the **second stage** of the application process requires that you submit the completed **Verification of Experience Form** to CCE, along with the **\$100 upgrade fee**. The form must be completed by your supervisor or higher and must indicate that you have successfully cofacilitated two full cycles of the T4C curriculum to target populations.
7. **Experience-Based Certification Assessment:** This second assessment combines the knowledge base from the NIC-approved T4C group facilitator training with experience gained from the actual process of cofacilitating the T4C curriculum with target populations.
8. **Certification:** CCE will provide certificates, within eight weeks of the second exam, to applicants who successfully complete the process, including taking both assessments. An applicant who receives notification from CCE of having successfully completed the credentialing process may refer to himself or herself as a Thinking for a Change-Certified Facilitator and use the T4C-CF designation after his or her name.

CREDENTIAL MAINTENANCE

How do I maintain my credential?

Annual Maintenance Fee: The annual maintenance fee for T4C-CF credential holders is \$25. Each year, CCE will send T4C-CFs a statement of annual maintenance fees. T4C-CFs must remit the fee by the due date to maintain certification. If CCE does not receive payment by the due date, the individual's certification becomes inactive. When an individual's certification is inactive, a reinstatement application, \$50 reinstatement fee and full payment of the past due balance is required before reactivation can occur.

Recertification: All T4C-CF certificates must be renewed every three years. CCE will mail each credential holder a recertification form at least 90 days before the certification expiration date. In order to maintain certification, a T4C-CF must satisfy the following recertification requirements:

- Complete 30 continuing education hours relevant to the program principles (listed on the next page) during each three-year certification cycle. These hours must be documented in the T4C-CF Continuing Education Log and filed with copies of certificates or letters of attendance, transcripts, grade reports, or verification of attendance for in-house/agency training. Registration forms or cancelled checks are not acceptable proof of attendance. Documents proving participation in continuing education activities should not be sent to CCE unless you are notified by mail that you have been selected for audit. If you are selected for audit, CCE will review your continuing education documentation for acceptability. CCE reserves the right to evaluate all education hours, and at its sole discretion, CCE may deny credit for those hours that fail to meet T4C-CF recertification requirements. Certificants will be notified when continuing education hours are reduced or denied, including a statement indicating the basis for such action. T4C-CFs must retain proof of attendance/participation documents for three years following recertification.
- Deliver two cycles of the T4C curriculum to appropriate target populations (e.g., incarcerated individuals, juvenile offenders, individuals on probation, or other individuals under the supervision of the court).

- Confirm adherence to the T4C-CF *Code of Ethics* by signing the Ethics Certification and Attestation Agreement and reporting to CCE if named or found in violation of any complaint, law, or civil litigation, criminal or quasi-criminal act, or governmental, regulatory or professional organizational complaint.
- Inform CCE of any change in address or other relevant contact information.
- Pay the annual maintenance fee of \$25.

Certificants who do not receive a T4C-CF recertification notice by one month before the certification expiration date, should contact CCE immediately. If CCE does not receive a certificant's signed recertification form and annual maintenance fee by the specified due date, his or her certification will expire. A certificant whose certification expires due to failure to satisfy the recertification requirements by the specified due date will be prohibited from referring to himself or herself as a Thinking for a Change-Certified Facilitator and using the T4C-CF designation after his or her name. In order to be reinstated to active certification status, a former certificant must submit a T4C-CF Reinstatement Application and documentation of 30 continuing education hours, as well as pay a \$50 reinstatement fee and any past due fees.

IMPORTANT:

Always notify CCE of any change in your contact information to avoid the consequences of an expired credential.

CONTINUING EDUCATION

Areas for continuing education study may include the following:

1. Assess actuarial risk/needs
Such as needs assessment, strength-based needs assessment, interviewing skills
2. Enhance intrinsic motivation
Such as building self-esteem
3. Target interventions
Such as individualized education planning, case management
4. Skill train with directed practice (use cognitive behavioral treatment methods)
Such as cognitive behavior interventions, facilitation skill development method
5. Increase positive reinforcement
Such as giving feedback, motivational interviewing
6. Engage ongoing support in natural communities
Such as surveying local government services, knowing your community, collaboration strategies with stakeholders, leveraging local resources
7. Measure relevant processes/practices
Such as data analysis, testing and evaluation
8. Provide measurement feedback
Such as feedback skills
9. Develop group facilitation skills
Such as group management, motivational learners, creating effective instructional strategies
10. Exhibit ethical practice in the correctional setting
Such as ethics in corrections

Please contact CCE if you have questions as to whether an activity qualifies for continuing education credit.

APPLYING FOR PROVISIONAL STATUS

STEP 1: Documentation Completion

1. Complete the T4C-CF Norming Application Form in its entirety. Please print clearly in blue ink. Make sure all documents are fully completed, and signed and dated where applicable.
2. A copy of your certificate, or letter from your supervisor, training officer, or similar authority, indicating successful completion of the NIC-approved T4C group facilitator training program..

STEP 2: Application Submission

Before mailing your completed application, please verify that you have included the following materials:

- completed and signed application forms
- documentation of completion of a NIC-approved T4C group facilitator training
- T4C application fee and payment voucher

All the parts of the application—except the Verification of Experience Form—must be completed in order for your application to be processed. To keep your application on track, be sure to sign and date wherever requested to do so. Keep a photocopy of your application packet for your records.

Submit all of your application materials in one mailing/shipping package to CCE–T4C-CF, P.O. Box 77759, Greensboro, NC 27417-7759 USA **NOTE: Applications cannot be submitted via fax or e-mail.**

STEP 3: Review

CCE will send a confirmation postcard upon receipt of an application. All applications are reviewed in the order received. Due to volume, it may take up to eight weeks to complete the review from the date an application is received. (If any ethics question on page two of the application under 16. Ethics Certification and Attestation is checked “no,” the review process will take longer.) When an application review is complete, CCE will send written notification of the status of the application via postal mail. If additional documentation is required, the file will be placed back into the queue for a second review when the documentation arrives. For this reason, it is best to include all required documentation with the initial application.

If an application meets initial review requirements, a letter with instructions regarding the administration of the content-based provisional certification assessment will be sent to the applicant.

If correspondence regarding the status of an application has not been received after eight weeks, contact CCE via e-mail (cce@cce-global.org) or fax (336-482-2852). Specific questions regarding the T4C-CF credential and/or an application should be sent via e-mail to cce@cce-global.org.

STEP 4: Notification of Initial Review Results and Content-Based Assessment

Applicants will receive a letter of approval/denial by mail within eight weeks of CCE’s receipt of all required application materials. If approved, the letter provides details about how to sign up for the content-based assessment. The assessment is given at more than 175 secure locations throughout the United States.

During norming, applicants who take the content-based assessment and thereby obtain provisional status, must satisfy all remaining T4C-CF credentialing requirements within two years of the date they took the first exam. This includes taking the second exam. **Please note: Provisional status is a step in the credentialing process and is not itself a credential.**

UPGRADING TO T4C-CF STATUS

CCE grants the T4C-CF credential to provisional T4C-CFs who complete the requirements to upgrade. T4C-CF status will be granted to those applicants who:

- Gain the required experience by successfully cofacilitating two full cycles of the T4C curriculum to appropriate populations within two years of taking the provisional certification assessment. During norming, you may provide documentation of having cofacilitated the curriculum prior to applying.
- Submit the Verification of Experience Form to CCE for review with the upgrade fee of \$100.
- Take the required experience-based certification assessment to become a T4C-CF.

When all requirements are met, including taking the experience-based exam, a notification letter will be sent to the applicant followed by the official T4C-CF credential certificate.



PLEASE PRINT CLEARLY IN BLUE INK

Deadline to complete Exam 1: June 30, 2012

1. First Name/MI:
[Grid for name and middle initial]

Last Name:
[Grid for last name]

2. Previous Names (Please attach a separate sheet if necessary):
[Grid for previous names]

3. Home Address:
[Grid for home address]

City and State/Province:
[Grid for city and state/province]

ZIP/Postal Code and Country:
[Grid for ZIP code and country]

4. Business Address:
[Grid for business address]

City and State/Province:
[Grid for city and state/province]

ZIP/Postal Code and Country:
[Grid for ZIP code and country]

5. Home Phone:
[Grid for home phone number]

6. Work or Cell Phone:
[Grid for work or cell phone number]

Preferred Mailing Address
 HOME BUSINESS

7. E-mail:
[Grid for email address]

8. Fax:
[Grid for fax number]

9. Gender:
 M F

10. Date of Birth (mm/dd/yyyy):
[Grid for date of birth]

11. Ethnic Origin (optional—for statistical purposes only):
 African American Native American Asian Caucasian Hispanic/Latino Native Hawaiian Multiracial Other

12. Education:
Circle highest level completed: 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4



PLEASE PRINT CLEARLY IN BLUE INK

Deadline to complete Exam 1: June 30, 2012

13. NIC-Approved T4C Group Facilitator Training Program:
 Dates of Training: _____ Trainer: _____
 Location: (indicate "video series" if not live training): _____

14. Professional Associations: List all professional and occupational licenses, certifications, registrations or other credentials that you hold. Include state, number and other identifying information. Attach a separate sheet if necessary.

Credentials and Memberships	ID Number	Expiration Date mm/yyyy

15. Special Accommodations:

Check this box if you are requesting **special examination accommodations**. Include the Special Exam Accommodations Request Form and supporting documentation with your application. Requests that are not accompanied by the required documentation cannot be approved.

16. Ethics Certification and Attestation (You must respond to each statement):

- a. I understand that I am required to report in writing any changes concerning my responses to this application to CCE within sixty (60) days. YES NO
- b. I agree to act in accordance with the CCE policies including the CCE *Ethics Case Procedures* and the T4C-CF *Code of Ethics*. YES NO
- c. I have specifically identified to CCE all professional and occupational licenses and credentials. YES NO
- d. My past record is free of any charge or complaint related to governmental, regulatory or professional organizations. YES NO
- e. My past record is free of any charge or violation of any criminal or legal matter. YES NO

Note: Please provide a complete, detailed explanation of the circumstances related to "No" responses in items d or e above. You should also provide copies of the final disposition(s). Place the materials in a sealed envelope marked "ETHICS" and return with your application. Failure to provide required information will delay the processing of your application.



PLEASE PRINT CLEARLY IN BLUE INK

Deadline to complete Exam 1: June 30, 2012

17. Applicant Certification and Agreement/Release Authorization:

I certify that the information provided in this application is accurate to the best of my knowledge.

I agree that CCE has the right to contact any person or organization in reviewing this application, and I authorize the release of any information requested by CCE to verify the accuracy of information provided. I further agree that CCE has the right to communicate with pertinent organizations about this application.

I understand that credentialing through CCE depends on my fulfillment of all required criteria including compliance with the T4C-CF *Code of Ethics*. I understand that CCE certification does not create membership or other similar rights with CCE including the right to use CCE trademarks. I agree to comply with all CCE policies including my use of CCE designation marks.

I understand that certification through CCE is personal to me and may not be transferred to another individual or group. I also understand that any certification granted by CCE does not represent licensure or other authorization to practice business activities for a fee or otherwise. I release CCE and its representatives from all liability and claims arising from any occupational activity.

I agree to provide CCE with written notice within sixty (60) days of my knowledge the following:

- Any home or business address, telephone or email change
- Any modifications to this application
- Any formal charge or complaint related to a criminal or legal action
- Any other charge or complaint by a regulatory or professional organization related to my practice
- Any other court or governmental matter related to my occupational practice

I understand that professional biographical data and credential data is considered to be public information. I further agree that for research and statistical purposes only, data resulting from my participation in the CCE credentialing process may be used. I understand that all application materials become the property of CCE and that neither the originals nor photocopies will be returned.

In the event that my credential has a special sanction, I agree to comply with all directives of the CCE ethics office or the CCE Board of Directors.

I understand that I must submit this application and complete Exam 1 by June 30, 2012, to participate in the norming process for the T4C-CF credential. I understand that I must complete all requirements including obtaining the required experience and taking the second examination within two years of taking the first examination in order to be considered for the credential.

Sign your legal name in BLUE ink. Be advised that your signature on this document constitutes your agreement with the above statements.

Applicant's Signature

Date (mm/dd/yyyy)

ORIGINAL SIGNATURE ONLY - PHOTOCOPY WILL NOT BE ACCEPTED

MAILING INFORMATION	
Mail completed application packet and payment to CCE-T4C-CF P.O. Box 77759 Greensboro, NC 27417-7759 USA	

FOR OFFICE USE ONLY	
REF.#: _____	BATCH #: _____
DATE: _____	AMOUNT: _____



PLEASE PRINT CLEARLY IN BLUE INK

Please do not submit this form until after you have taken the content-based multiple-choice assessment. This form must document successful cofacilitation of two full cycles of the T4C curriculum to appropriate target populations.

Applicant's Name: _____

I have applied to the Center for Credentialing & Education (CCE) for the Thinking for a Change-Certified Facilitator (T4C-CF) credential. I am required to provide proof of having cofacilitated two full cycles of the T4C curriculum to appropriate target populations (e.g., incarcerated individuals, juvenile offenders, individuals on probation, or other individuals under the supervision of the court). I am requesting that you complete this form on my behalf to provide the required information to CCE.

Applicant's Signature _____ Date _____

INFORMATION BELOW TO BE COMPLETED BY VERIFIER OF EXPERIENCE (not applicant)

Please complete all information below. If you make an error, do not use correction tape or liquid paper. Mark through the error, write the correction above or beside it, and initial the correction.

I verify that the above named applicant delivered two training cycles of the T4C curriculum, following all policies outlined in the NIC-approved training.

Date of first training: From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)

Date of second training: From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)

To the person verifying experience, please provide the following information about yourself:

1. Name (please print): _____
2. Agency/institution where you worked with the applicant: _____

3. Your title at agency/institution where you worked with the applicant: _____
4. Description of the offender population to which the training specified above was delivered (e.g., incarcerated individuals, juvenile offenders, probationary offenders, etc.): _____

5. Your current telephone number (required): _____

Signature (BLUE ink required) of person verifying experience _____ Date _____

**ORIGINAL SIGNATURE IS REQUIRED. DO NOT SEND A PHOTOCOPY.
Thank you. After you complete this form, please return it to the applicant.**

VERIFICATION OF EXPERIENCE FORM



PLEASE PRINT CLEARLY IN BLUE INK

THERE IS NO EXTRA CHARGE FOR THESE ARRANGEMENTS

Please note that CCE’s Assessment Department will contact you directly regarding special accommodations once you have been approved to sit for the required examination.

Applicant’s Name: _____

Candidates With Disabilities

Identify briefly the nature of your disability. Attach documentation from a qualified professional. Diagnosis must be included in the documentation. Specify the special accommodations and/or arrangements you will need to complete the T4C-CF exams. Documentation may not be more than five years old.

I certify that this information is correct.

Applicant’s Signature: _____ Date: _____

Candidates for Whom English Is a Second Language

**NOTE: Additional fees will apply for ESL applicants to cover additional accommodation expenses.
For information on fees, contact CCE before applying.**

I request extended time for the T4C-CF exams because English is not my native language.

Applicant’s Signature: _____ Date: _____

T4C-CF SPECIAL EXAM ACCOMMODATIONS REQUEST FORM

