

Program Delivery Agreement
Office of Reentry Services

The Office of Professional Development and Inmate Services Division are pleased that you registered to receive training in one of our training programs. With this training, certain expectations do exist. The following is your obligation to uphold these commitments within your facility.

I, _____, have been scheduled to receive training in _____. Upon completion of this training, I will be prepared to facilitate this group at my facility. I understand that once trained, I will begin the above group within the next 30 days or during the next available program cycle (unless approved prior to training). This requirement is waived if the trainee is assigned as a case-manager or is the back up to the main program facilitator. I also understand that I must attend all boosters and additional trainings needed to facilitate programs to the offender population. I also understand that I am responsible for facilitating the program as it is designed by the creator of the program and/or taught by Office of Reentry Services. I do understand if I fail to adhere to these guidelines, I will be suspended from facilitating said programs.

Participant/Staff

Date

Supervisor

Date

Please bring a copy of this signed form with you on the first day of training.