



## AMERICAN PROBATION AND PAROLE ASSOCIATION LEADERSHIP INSTITUTE PARTICIPANT APPLICATION

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The American Probation and Parole Association's (APPA) Leadership Institute is ***a twelve-month journey of self-discovery and organizational change for community corrections professionals***. It provides current supervisors and managers, from diverse backgrounds and cultures, with the opportunity to develop knowledge and competencies required of effective leaders.

The multi-disciplinary curriculum is a blend of on-site and distance learning. It is intended for community corrections professionals who have been identified as perspective future leaders via their organization's succession planning process as well as those who aspire to become top-level leaders. In both cases, the individual must be endorsed by an executive manager.

The curriculum addresses current issues of concern to effective community corrections providers. Participants will address competencies critical to successful development as leaders such as: systems thinking, self-assessment, managing internal and external political settings, leading in an evidence-based environment, understanding and promoting a diverse workforce, and strategic implementation. It seeks to enhance critical thinking skills and analytical abilities as well as to further develop personal capacities to exercise leadership and authority.

The curriculum includes discussion-oriented lectures and web-based sessions, group exercises, homework, project development, self-assessment, and linking with current community corrections leaders. Faculty for the Leadership Institute are selected from nationally recognized trainers with expertise in their facilitation.

A cornerstone of the Leadership Institute is routine interaction and exchanges with recognized national leaders in the field. During the on-site sessions, participants are provided the opportunity to develop a national network of colleagues and are paired with a mentor. They are expected to actively engage in the profession via volunteer interaction at all levels of government.

**INSTITUTE FORMAT:** During the twelve-month learning series, participants meet three times in on-site sessions with web-facilitated learning in the two intervals between the sessions. Each on-site session co-occurs with an APPA training institute. The next Leadership Institute class will begin on Friday, January 3, 2020 in New Orleans, Louisiana. It will take place in conjunction with APPA's 2020 Winter Training Institute.

**SELECTION PROCESS:** Emerging leaders must be recommended for the Leadership Institute by someone in an executive management position who can attest to the referral as part of formal or informal

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organizational succession planning. An applicant will be considered for acceptance into the Leadership Institute upon receipt of a letter of recommendation from said leader.

**GOALS:** Below you will find the end goals of the Leadership Institute.

- I. Provide participants with a fundamental understanding of leadership and management within the community corrections arena.
- II. Increase participants' critical thinking skills and analytical abilities to sustain the increasing demands of leadership and management and to further develop the leadership capacity for organizational change.
- III. Develop participants' skills for navigating through various levels of the political system in organizations, including organizational units, and sub-service delivery systems to advance the objectives of community corrections.
- IV. Enhance participants' professional growth through sustained interaction with a national network of community corrections leaders, managers, and executives.
- V. Provide participants with an understanding of the importance of succession planning both in a community corrections agency and a professional association through a visionary process that fosters planning leadership and success of the agency and the association.

**CRITERIA FOR GRADUATION:** Participants are encouraged to review the Leadership Institute schedules prior to enrolling to ensure availability for the scheduled events. Criteria for successful graduation includes:

- ❖ Attendance at each of the three on-site Leadership Institute sessions.
- ❖ Attendance at the three training institutes consecutive to the Leadership Institute sessions.
- ❖ Completion and timely submission of all intersession assignments.
- ❖ Completion of a final project aimed at improving their agencies.
- ❖ Participation in intersession calls and web-based discussions.

If an emergency prevents a participant from attending the program once it begins (unknown situation outside of the participant's control), he/she will have the option of returning to complete the Leadership Institute with the next class. If a participant chooses to discontinue attendance or fails to submit assignments due to a situation that is voluntary, no return attendance will be offered. *Please review the class schedule below.*

New Orleans, LA	Leadership Institute: January 3-5, 2020	◆ Training Institute: January 5-8, 2020
New York, NY	Leadership Institute: August 21-23, 2020	◆ Training Institute: August 23-26, 2020
Seattle, WA	Leadership Institute: February 19-21, 2021	◆ Training Institute: February 21-24, 2021

**FEES:** Tuition for the Leadership Institute learning series is **\$2,000.00** per participant which covers materials, books, assessments, faculty, speakers, and classroom facility. The agency, organization, or participant will be responsible for meals, lodging, transportation and registration for the co-occurring training institutes. Generally five nights lodging are required for each on-site session and training institute (arrival/Friday; departure/Wednesday). The estimated total cost for participation averages \$7500 split between two calendar years.

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**APPLICATION PROCESS:** First, the **Application for the APPA 2020-2021 Leadership Institute Class** can be found here: <https://www.surveymonkey.com/r/2PFMT63> You will be able to complete the application in stages, but only one applicant can fill out the survey from the same device. The application is not considered complete until all required documents are attached, and **all required fields** are entered.

Secondly, the following documents must accompany the application (upload and attach to the online application) and should be completed using .DOC, .DOCX, .PDF, or .JPG format or application and required documents must be mailed to: **APPA Leadership Institute Admissions Board, 1776 Avenue of the States, Lexington, KY 40511. Please postmark on or before October 1, 2019.**

1. **Written Endorsement** – This endorsement must be completed by the agency’s chief executive officer as **Attachment A**. *If an emerging leader is not currently in a management role, endorsement must include information relating to succession planning.*
2. **Application Information Page** – Form provided should be included as **Attachment B**.
3. **Written Statement of Intent** – **Attachment C** should include a statement that describes the applicant’s need for this program, leadership roles or intent for leadership roles in the agency, and willingness to complete the yearlong Leadership Institute including completion of all assignments: web-based work, interaction with an assigned sponsor, attendance at three Leadership Institute sessions and the co-occurring training institutes, completion of several self-assessments and development and completion of a leadership project. Also, include involvement in APPA, if applicable.
4. **Agency Organizational Chart** – **Attachment D** should indicate applicants’ position.
5. **Current Resume** – **Attachment E** should contain resume which clearly describes work responsibilities for each position, time in each position, past management and leadership experience, subordinate structure, education, and affiliation with professional organizations.
6. **Biography** – Included as **Attachment F** is a short bio of 150 words or less.

**APPLICATION DEADLINE:** The application must be completed, and all required documents submitted/postmarked by midnight Eastern Time (ET) on **October 1, 2019**.

If you have questions regarding the Leadership Institute or the application process, please contact Kimberly Mills at 859-244-8204.

**ATTACHMENT A**

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## APPA Leadership Institute

### APPLICATION ENDORSEMENT BY AGENCY CHIEF EXECUTIVE OFFICER

I recommend and support the application of \_\_\_\_\_  
for participation in the American Probation and Parole's Leadership Institute. I attest the applicant holds a management/supervisory level position (if applicable). I understand the applicant will be involved in a yearlong program that will require attendance at three sessions, attendance at the co-occurring training institutes, participation in web-based assignments, and project development and completion. The agency is able and willing to support the applicant in the successful completion of the Leadership Institute. *Please refer to the application criteria for a full understanding of the requirements.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Chief Executive Officer

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Name of Applicant's Immediate Supervisor

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Immediate Supervisor's Title

\_\_\_\_\_  
E-mail address

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**Attachment B**

**APPA Leadership Institute**

**Application Information Sheet**

*(to be completed by participant)*

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

Agency: \_\_\_\_\_

Title: \_\_\_\_\_ Years in Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Office Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Alternate (cell) Phone Number

\_\_\_\_\_  
Email Address

I agree to fully participate in the *APPA Leadership Institute* as defined by the graduation requirements. I have reviewed the published schedule and am available to attend the on-site sessions. I intend to participate in a leadership role within the American Probation and Parole Association and within my agency upon program completion. Further, I understand that upon acceptance to the APPA Leadership Institute I am required to provide a photograph to be shared with my fellow participants and with my sponsor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## APPA Leadership Institute

### Scholarship Information

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***Minds Against Crime*** is a charitable foundation that was created to support the field of community corrections through the offering of educational scholarships and the development and delivery of training for individuals and agencies that do not have adequate resources to fulfill their training needs and to help ensure the ongoing future advancement of pretrial, probation, parole, and community correctional programs.

***Minds Against Crime*** is offering the opportunity for interested parties to apply for a scholarship (LIMITED NUMBER AVAILABLE) to help cover the cost of Leadership Institute tuition (only) to participate in the Leadership Institute program.

If you are interested in applying for the **Minds Against Crime** scholarship, [please download and complete the form and requested documents](#) prior to submitting your application for the Leadership Institute.

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