[Date]

Dear [Manager/Decision Maker],

I am interested in attending a facilitator certification training offered by National Curriculum & Training Institute, Inc. (NCTI). The training would take place from [Insert Training Dates, times, virtually/in-person(include location)].

The core of NCTI’s programs is the *Complete Behavior Change System –* strategies to empower individuals, impact communities, and drive success. It provides a support structure that would make my work more effective, strengthen our internal program fidelity, and enhance learning by our clients through skill-based practice. NCTI’s cognitive-behavioral *Crossroads*curriculum includes programs that fit the client’s needs, including Anger Management, Cognitive Life Skills, Drugs & Alcohol, Theft, and more! In addition to being offense-specific, risk levels are offered to ensure our clients get the right level of programming at the right time to increase the likelihood of success.

What sets this programming apart are a few things:

* Real Colors – Real Colors is a tool for individuals to understand their own values, needs, joys, and strengths, plus an understanding of how others may view these things differently. When used in conjunction with Crossroads programs, Real Colors provides a common ground for communication between participants and facilitators.
* Cog Talk - Cog Talk is a guide to involve the participant's community of support in their learning. It would provide our organization with an overview of programming and what the participants are learning, in addition to creating natural conversations to further motivate our clients to make positive changes.
* Pre/Post Testing – Free pre & post-testing is offered to measure the effectiveness of both the program and the facilitator, as well as aid in case planning decisions.

Crossroads Certification Training is required to have access to the programs and features mentioned above. The cost to attend this training as an individual is $1,599, with discounts offered for sending five or more employees. Additionally, this training is approved through APPA for 40 contact hours.

To learn more about NCTI’s Complete Behavior Change System and view the entire library of programs, visit [www.ncti.org](http://www.ncti.org).

Thank you for your thoughtful consideration.

Sincerely,

[Your Name Here]