

**CORRECTIONAL COUNSELOR TRAINING  
PROGRAM CHECKLIST**

Correctional Counselor	Institution
Initial Appointment Date	

**Training Requirements Date Completed**

**Date Completed**

**1. OJT Training (Weeks 1-4)  
Institution Certifications**

SENTRY

Visiting

Intake Screening

Classification and Program Review

IFRP

VWP

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**National Certifications (Weeks 1-4)**

Central Inmate Monitoring (CIMS)

Unit Disciplinary (UDC)

NCIC

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**OJT Training** (Completion Memorandum)  
signed by Associate Warden)

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**2. Skills Training (20 Hours)**

Correctional Counselor's Signature Upon Completion	Date
Case Management Coordinator's Signature Upon Completion	Date
Unit Manager's Signature Upon Completion	Date