

# APPLICATION PACKAGE

Application Deadline:  
Friday, August 8, 2025

Program Duration:  
Fall 2025 – Spring 2027



## UNDERGRADUATE CERTIFICATE IN CORRECTIONAL LEADERSHIP 2025



# Undergraduate Certificate in Correctional Leadership

The ***Undergraduate Certificate in Correctional Leadership*** is a 2-year, 4 semester, 12-credit program tailored for outstanding Correction Officers seeking to advance their leadership skills. Through coursework, workshops, and cohort-based projects, the program develops leadership, ethical decision-making, and conflict resolution skills to meet the complex challenges of corrections work.

By selecting some of the best uniformed officers in the Department and providing them with leadership development opportunities, the NYC Department of Correction seeks to create a cadre of skilled officers to assist with change efforts within the Agency.

## Qualifications

Applicants to ***the Undergraduate Certificate in Correctional Leadership*** program should be Correction Officers that have completed their probationary period and are in good standing with the Department with a clean disciplinary record.

## Curriculum

The curriculum will be taught over four semesters (15 weeks per semester) and will consist of the following four undergraduate level courses (12 credits):

### **XXX 277: Humanities in Action**

Focuses on the connections between justice issues and the humanities, providing students with professional frameworks to address real-world challenges. Participants collaborate with faculty to explore and apply scholarly frameworks for trends and issues in corrections and create educational portfolios to showcase their skills and experiences (Optional Prior Learning Assessment).

### **CSL 220: Leadership Skills**

Covers effective leadership techniques, including conflict resolution, meeting facilitation, and addressing racial, ethnic, and gender dynamics in leadership roles. Students develop interpersonal skills through experiential learning activities and video-based self-assessments.

### **SOC 206: The Sociology of Conflict and Dispute Resolution**

Examines the causes of disputes and explores peaceful resolution methods such as mediation and arbitration, with a focus on corrections settings.

### **PAD 318: Decisions in Crises**

Uses case studies to explore decision-making in crises, emphasizing ethical considerations and the role of strategic leadership in addressing complex challenges.

## Part 1: Candidate Profile Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Shield No.: \_\_\_\_\_ Current Rank: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Can we leave you voicemail messages at this number? ☐ Yes ☐ No

Email: \_\_\_\_\_

Number of Credits Received: \_\_\_\_\_ Program/Major: \_\_\_\_\_

Have you applied/taken the Correction Captain's Exam? ☐ Yes ☐ No

If Yes, Exam No.: \_\_\_\_\_ List No.: \_\_\_\_\_ (Indicate N/A if you did not receive a passing score)

## Part 2: Application & Support Materials

1. On a separate sheet of paper, please submit a personal statement that answers the following questions.

Please limit your response to 1,000 words or less.

- A. Describe a time you demonstrated leadership in a challenging situation and how this program could help you grow as a leader.
- B. What change would you like to see in the Department, and how could this program help you contribute to that change?
- C. How do you handle conflict or difficult conversations at work, and how could this program help you strengthen those skills?

## Part 3: Statement of Understanding

*(If submitting this application electronically, type your full name on the signature line which will substitute as your signature.)*

I understand that my participation in the Undergraduate Certificate in Correctional Leadership program will require two-year / four semester commitment as follows:

- Meet all program participation requirements.
- Maintains good standing with the Department.

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please check that you have gathered all the required items before submitting the application for consideration. Incomplete applications will not be considered.

☐ Part 1: Completed Profile Information

☐ Part 2: A Copy of Your School Transcript

☐ Part 3: Completed Personal Statement (1,000 words or less)

☐ Part 4: Signed Candidate Statement of Understanding

## Submission Details

Completed applications will be accepted until **COB Friday, August 8, 2025**, and should be submitted as follows:

### In Person / Interoffice Mail

**DOC Scholarship Unit**  
NYC DOC Correction Academy  
66-26 Metropolitan Avenue  
Middle Village, NY 11379-1601

### Electronically

Send **ONE** email with all application materials attached in PDF format to:

TO: [Scholarships@doc.nyc.gov](mailto:Scholarships@doc.nyc.gov)  
CC: [Training.Development@doc.nyc.gov](mailto:Training.Development@doc.nyc.gov)  
Subject: "Undergraduate Certificate in Correctional Leadership 2025"

## Program inquiries should be directed to:

Benjamin Valentin, Director  
✉ [Benjamin.Valentin@doc.nyc.gov](mailto:Benjamin.Valentin@doc.nyc.gov)

☎ 718-707-2355

