

# APPLICATION PACKAGE

Application Deadline:  
Sunday, June 15, 2025

Program Duration:  
Fall 2025 – Spring 2027



## ADVANCED CERTIFICATE IN CORRECTIONS MANAGEMENT 2025



# About the Advanced Certificate in Corrections Management

The ***Advanced Certificate in Corrections Management*** is an intensive, two-year program for outstanding uniformed employees at the Captain, Assistant Deputy Warden, or Deputy Warden in Command ranks. The program is designed to prepare selected candidates for future senior leadership opportunities within the Department, by providing access to resources and skilled faculty with a wealth of experience in corrections management.

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

Upon completion of this program, participants are awarded a New York State Education Department certificate, and twelve graduate-level credits that can be used toward the Master of Public Administration and the Master of Arts in Criminal Justice at the John Jay College of Criminal Justice.

## Qualifications

Applicants to ***Advanced Certificate in Corrections Management*** program should be outstanding uniformed employees at the Captain, Assistant Deputy Warden, Deputy Warden, or Deputy Warden in Command ranks, who possess a baccalaureate degree from an accredited school at the time of application.

## Curriculum

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

### **CRJ 728 - Critical Issues in Corrections**

Analyzes selected problems currently confronting corrections professionals in both institutional and community settings. Considers issues such as overcrowding, excessive costs, ineffective programs, corruption, brutality, escapes, inmate violence and uprisings, and correction officer professionalism.

### **PAD 705 - Organization Theory and Management**

Examines organizational structure using formal, informal and systems models. Applies the models to the analysis of organizational processes and operations, including decision making, communication, leadership, control, and change. Considers how size, technology, task and other structural characteristics affect overall organizational performance.

### **PAD 702 - Human Resources Management**

Surveys public sector personnel planning and management. Examines job design and classification, recruitment, selection, career development, employee evaluation and compensation. Introduces the concepts of merit principles, affirmative action, and equal opportunity as important conceptual frameworks for public managers. Explores how individual worker's perceptions, motivation, learning, creativity, as well as interpersonal conflicts on the job, help determine the effectiveness of personnel policies.

### **PAD 758 - Ethics, Integrity, and Accountability (Formerly Ethics for Public Administrators)**

Explores the role of ethics in the public service. Identifies and analyze ethical issues through the use of case studies and critical incidents. Examines codes of ethics and other policies designed to guarantee that public officials and employees faithfully discharge their duties and fulfill their fiduciary obligations to the public.

## 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: \_\_\_\_\_

Highest Degree Received: \_\_\_\_\_

Program/Major: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

## 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. What do you hope to get from this program?

B. Tell us about your skills and experience.

C. What new procedure/policy would you implement, or what existing one would you revise? Please explain.

## 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 Advanced Certificate in Corrections Management 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 transcript for your most recent degree

☐ 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 Sunday, June 15, 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: "Advanced Certificate in Corrections Management 2025"

## Programs inquiries should be directed to:

Benjamin Valentin, Director

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

☎ 718-707-2355

