January 17, 2017

Name

Agency

Address

Address Continued

Dear John,

This letter is in response to your inquiry and will confirm the costs for a Two Day Advanced Moral Reconation Therapy (MRT) facilitator training at your agency. The cost for training will be $300 per person and the travel expenses for one MRT Trainer. The approximate cost for the travel expenses for the trainer will be $1,600 (flight, hotel, car, meals, gasoline). Travel expenses will be billed based on actual expenses incurred. To conduct a Two Day Advanced Training CCI will need at least 12 participants. If you do not have 12 participants, you may hold an “open” training whereby you and CCI may invite outside agencies to attend the training to secure the 12 participants or you may pay $3,600 for your participants.

Two Day Advanced MRT Training is a 16 hour practical, hands on workshop that assists participants to enhance their basic group facilitation skills and effectively evaluate and critique the MRT group process. All participants attending this training receive a certificate of attendance/completion and CEU’s are available from Louisiana State University at Shreveport.

Participants receive a copy of *The Advanced MRT Facilitator’s Handbook, Crisis Intervention Strategies for Chemical Abusers & Offenders* by Drs. Little and Robinson, sample exercises, and quality assurance forms. Participants have the opportunity to dialogue with the MRT trainers as well as other MRT practitioners. Participants are encouraged to bring their own examples, problems, and research questions to be reviewed in detail during training.

Topics covered in the training include:

* Overview of the Purpose of Each MRT Step
* Solutions to Step Related Problem Areas
* Review of the Role of Quality Assurance
* Q.A. Report Examples
* Review of Objective Criteria for Steps
* Implementation Issues with MRT
* Discussion/Role Play of Q.A. Strategies
* Review of Research Issues

Audio/Visual aids needed for this training are: LCD Projector for power point and a lap top computer, dry erase board/flip chart and markers and the training room set up “class room” style.

If there is anything that needs to be changed in this estimate or if there are any changes in the plans, please let me know. We look forward to working with you.

Sincerely,

Kristi Hall

Correctional Counseling, Inc.

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Printed Name Date

Authorized By:

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