

Dear

I am requesting permission and funding to attend the 2024 Winter Training Institute of the American Probation and Parole Association (APPA) which will take place in Seattle, Washington, February 25-28. Attending this training institute will expand my community corrections knowledge; allow me to obtain take-aways that will enhance my understanding of proven resources and supervision techniques; and expose me to verified offender case management/intervention strategies.

Numerous workshops will be offered focusing on topics related to best practices, current trends, emerging research, and policies that support effective program development and evaluation. The training institute will also provide networking opportunities to interact with and learn from other likeminded professionals. It should be noted that APPA is offering unique training tracks including Medicated-Assisted Treatment (MAT), Tribal Probation, and Reducing Revocations. These special training components will help me build a better understanding of the unique challenges substance-dependent clients face, expand my knowledge of the needs of individuals supervised in tribal communities, and learn what others are doing to reduce the number of revocations due to technical violations. Following the training institute, I will share information about best practices, contacts, resources, tools, and trends with you and my co-workers.

To help with your decision, the registration cost to attend the institute is:

Registration Rate	Early Bird Rate Through 1/12/24	Late Rate After 1/12/24
Member	\$460.00	\$512.00
Non-member	\$512.00	\$572.00
Agency Member	\$475.00	\$535.00
Agency Non-member	\$527.00	\$587.00

If you are unable to support my in-person attendance, APPA is offering a virtual, online training institute experience. The costs to participate in the virtual training institute are \$146 and \$195 for members and non-members, respectively, if registered by January 12, 2024. After January 12, the rates are \$195 and \$245.

I do not want to miss this exceptional educational opportunity. Having representatives from

at this training will allow us to gain valuable insight and information that will contribute to lasting change in our community corrections world. You can find more information about the APPA's 2024 Winter Training Institute by visiting the website at appa-net.org.

Thank you for your thoughtful consideration of my request.

Sincerely,