

# CCT RESOURCE LIST

Although general knowledge of the experienced Correctional Trainer and familiarity with current practices are what is required to pass the certification examination, the following list of resources might be of some assistance in preparing for the examination. It is recommended that candidates review the certification examination content outline listed in the *Handbook for Candidates*. If there are areas where you wish to increase your knowledge, the following list of resources may be helpful. It should be noted that the list of resources is neither all-inclusive nor exhaustive.

## **Publications and Periodicals**

American Jails magazine, American Jail Association, Reprint articles by topics are available, 301-790-3930. [www.aja.org](http://www.aja.org).

Bloom, Benjamin. et al. A Taxonomy of Educational Objectives. Handbook 1: Cognitive Taxonomy. New York. Longmans, Green, 1956.

Bowman, Sharon. How to Give It So They Get It. Self-Published. 1998.

Bowman, Sharon. Shake, Rattle & Roll: Using the Ordinary to Make Your Training Extraordinary. Bowperson Publishing, Glenbrook, NY. 1999.

Correctional Law for the Correctional Officer, (4<sup>th</sup> ed.). Page 142.

Correctional Law Reporter, Editors: William C. Collins, Esq. and Fred Cohen, Esq., ISSN 1043-6766, Civic Research Institute, 609-683-4450, [www.civicresearchinstitute.com](http://www.civicresearchinstitute.com)

Detention Reporter, CRS, Inc., 301-349-5701, [www.corrections.com/crs](http://www.corrections.com/crs)

Elements of Instruction. The Journal of Correctional Training. 1992

Georges, James. Why Soft Skills Training Doesn't Take. Training Human Resource Development. Lakewood Press. April 1988.

Goldstein, Jeanette and Leonard Goodstein. A Matrix for Evaluating Training. 1991 Annual. Developing Human Resources. San Diego, CA. University Associates Inc. 1991.

Gurnell, Frances C. (Betty) and Leslie LeMaster. Designing Learner Centered Instruction. National Institute of Corrections (<http://nicic.gov/Library/018534>). 2003.

Hunter, Madeline. Motivation Theory for Teachers, (6<sup>th</sup> ed.). Thousand Oaks, CA. Corwin Press. 1995.

Hunter, Madeline. Retention: Theory Into Practice, (5<sup>th</sup> ed.). El Segundo, CA. Tip Publications. 1967.

Jail Operation Bulletins, VHS Video and DVD Series and Jail Manager Bulletins, American Jail Association, 301-790-3930, [www.aja.org](http://www.aja.org).

Kerle, Ken. Exploring Jail Operations. American Jail Association, 2003, 301-790-3930, [www.aja.org](http://www.aja.org)

Kirkpatrick, Donald L. Evaluating Training Programs: The Four Levels. San Francisco, Berret-Koehler, 1994

Knowles, Malcom S. The Adult Learner: A Neglected Species, (3<sup>rd</sup> ed.). Houston, Gulf Publishing. 1984.

Lawson, Karen. The Trainer's Handbook. Module 5, 6.

Mager, Robert F. Measuring Instructional Results, (2<sup>nd</sup> ed.). Belmont, CA. Lake Publishing Company. 1984.

Matthews, Bonnye L., and Virginia Sweet Lincoln. Try "START": Systematic Tool Helps You Choose Right Instructional Aids. Adult Learning in Your Classroom. Lakewood Publications. 1996

McCarthy, Bernice. About Learning. Excel, Inc. 1996.

McCarthy, Bernice. The 4MAT System, Teaching to Learning Styles with Right/Left Mode Techniques. Barrington, Excel, Inc. 1981.

Meier, Dave. The Accelerated Learning Handbook. McGraw-Hill, NY. 2000.

National Institute of Corrections. Building Blocks for Institutional Safety. [www.nicic.org](http://www.nicic.org). July 2006.

National Institute of Corrections. Designing Learner Centered Instruction.

Palmer, John W., Constitutional Rights of Prisoners. 6<sup>th</sup> edition, Ohio, Anderson Publishing Co. 1999, 800-582-7295, [www.andersonpublishing.com](http://www.andersonpublishing.com).

Resource Guide for Jail Administrators. NIC Accession Number 020030.

Rossett, Allison. Training Needs Assessment. Chapters 1,3,4,8,9,11.

Rothwell, William J. and H.C. Kazanas, Mastering the Instructional Design Process, (2<sup>nd</sup> ed.).

Silberman, Mel. Active Training. Jossey-Bass/Pfeiffer. 1998.

Wheeler, Mardy, and Jeanie Marshall. The Trainer Type Inventory: Identifying Training Style Preferences. 1986 Annual: Developing Human Resources. ( page 87).

Zemke, R. and S. Zemke. Adult Learning: What Do We Know for Sure? Training Magazine. Lakewood Publications, Minneapolis, MN.

## **Document**

United States Constitution

## **DVD/CD/VHS Video**

Foundation Skills for Trainers (10-hour satellite broadcast on DVD/CD). National Institute of Corrections. 2007. *NICIC.org*

Jail Operation Bulletins, VHS Video and DVD Series and Jail Manager Bulletins, American Jail Association, 301-790-3930, [www.aja.org](http://www.aja.org).

## **Other Governmental Agencies**

Center for Disease Control, Atlanta, GA, 888-232-3228

Environmental Protection Agency, Washington, D.C., 202-260-2010

National Criminal Justice Reference Service, Rockville, MD, 800-851-3420, [ojjdp.ncjrs.org](http://ojjdp.ncjrs.org)

National Institute of Corrections, Jail Center, Longmont, CO, 800-995-6429, [www.nicic.gov](http://www.nicic.gov)

Occupational Safety and Health Standards for General Industry, Occupational Safety and Health Administration, 202-693-1999, [www.osha.gov](http://www.osha.gov)

### **Legislation**

American with Disabilities Act, [www.usdoj.gov/crt/ada/adahom1.html](http://www.usdoj.gov/crt/ada/adahom1.html)

Fair Labor Standards Act, [www4.law.cornell.edu/uscode/29/ch8.html](http://www4.law.cornell.edu/uscode/29/ch8.html)

Family Medical Leave Act, [www4.law.cornell.edu/uscode/29/ch8.html](http://www4.law.cornell.edu/uscode/29/ch8.html)

Prison Litigation Reform Act, [www.ojjdp.ncjrs.org](http://www.ojjdp.ncjrs.org)