

To submit a request, please have the director, on agency letterhead, specify the NIC course(s) of interest, the names of the contracted employee(s) and organization(s) needing access, and duration of their access. Also in the letter, please include a narrative with additional information on the organization to include the nature of their relationship to the federal, state, or local agency (e.g., they are treatment providers who provide employment services for state probationers).

The letter should be addressed to:

Robert Brown
Acting Director
National Institute of Corrections
320 First St. N.W.
Washington, D.C. 20543

Please send an electronic copy to niclearningcenter@bop.gov. The request will then be brought to the attention of NIC Executive Staff for review.