# DOC Staff Required EBP Refresher Hours

**Date:** 2/2/2026
**To:** Field Services and Case Management Leadership
**From:** Bridget Letnes, EBP Unit Director

## RE: Eligibility for EBP Refresher Hours

This memo provides clarification to staff and supervisors who are required to complete Evidence Based Practice (EBP) refresher hours based on their position description and/or departmental policy, on what types of training and activities will meet the requirements of EBP refresher hours.

The Department of Corrections' EBP Consultation Team met on 1/8/2026 to consider eligibility for EBP refresher hours. The following decisions were agreed upon with Field Services and Case Management Leadership:

- The total number of minimally required hours are decided upon by agency leadership. Field Services Agents and District Supervisors are required to complete at least 16 EBP refresher hours per year. Case Managers and Corrections Program Directors that supervise Case Managers are required to complete at least 10 EBP refresher hours per year.
- At least three fourths (3/4) of the total number of refresher hours must be considered active training hours. Up to one fourth (1/4) can be considered inactive or passive hours. See examples in the next section.
    - Field Services= 12 hours of active refresher hours, 4 hours of inactive/passive refresher hours.
    - Case Management= 7.5 hours of active refresher hours, 2.5 hours of inactive/passive refresher hours.

### Examples and Recommendations for Active EBP Refresher Hours

Active hours include training or activities where time is spent on EBP core skill practice and participation, including practice in Motivational Interviewing, Core Correctional Practices, Validated Assessments, Cognitive Behavioral Tools or Curriculum, and Case Planning.

- Communities of Practice (CoP) refresher where the topic fits into the core EBP curriculum.
- Structured coaching circle participation.
- Any refresher coordinated by the DOC EBP Unit or Statewide EBP Trainer groups.
- Being trained or certified to facilitate and deliver a cognitive behavioral curriculum or other approved curriculum.

- Being trained or certified to become a trainer in any core EBP curriculum, or other approved curriculum.
- Conference workshop or breakout session where participants practice specific EBP skills.
- 1:1 coaching session focused on topics related to the core EBP curriculum/skills.

## Examples and Recommendations for Inactive or Passive EBP Refresher Hours

Inactive or passive hours include training or activities that still address an EBP topic, however, do not include participation or skill practice in any of the EBP core curriculum noted above.

- Live or recorded webinar or training that provides teaching of EBP skills, but no skill practice is involved.
- Reading and discussing with peers or your supervisor an article or book related to any of the core EBP curriculum.
- Conference workshop or breakout session where participants learn about EBP topics, but do not actively practice those skills in the session.

Please consult your supervisor if you have questions about whether training or activities you want to participate in are considered an active or inactive/passive refresher. Any staff can also request a consult or review of a training or activity to the EBP Unit by emailing DOC.EBP@state.mn.us.

Training credit should be submitted in Enterprise Learning Management (ELM) as supplemental learning by each employee unless otherwise instructed by the facilitator or coordinator of the training/refresher, such as sign-in and collection of Employee ID numbers at a refresher or training. In these situations, the facilitator or coordinator will submit to Employee Development for credit.

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CC: Employee Development