

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References KRS 196.035, 197.020 CPP 15.2, 20.1 29 USC 50, 29 CFR parts 29 and 30	20.2	6
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	Subject APPRENTICESHIP COURSES	

I. DEFINITIONS

“Administrative Branch Manager” means the person assigned to monitor the apprenticeship (Justice to Journeyman) courses at the Department of Corrections (DOC) Office of Adult Institutions and ensures the U.S. Department of Labor (USDOL) apprenticeship standards are met.

“Administrative Specialist” means the person who provides administrative support to the Corrections Regional Education Administrator with the DOC Office of Adult Institutions.

“Apprentice” means an offender actively working in a paid work assignment at an institution and enrolled through RAPIDS in a registered occupation with a USDOL apprenticeship identification number.

“Apprenticeship Instructor” means the person designated by the Education Division Director and Regional Education Administrator to facilitate the course for that apprenticeship.

“Education Division Director” means the person responsible for the direction of the DOC Education Division.

“Justice to Journeyman” means an apprenticeship course collaboration between the Justice and Public Safety Cabinet, Department of Corrections, and the Education and Workforce Development Cabinet in a prison reform initiative to empower offenders with basic employability skills and recognizable training credentials that contribute toward apprenticeship hours.

“On the job training” or “OJT” means a specific skill set that is learned in a structured and supervised work environment.

“Probationary Period” means a 6-month period in which the offender is reviewed for performance.

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“Regional Education Administrator” means an institutional school administrator assigned to the DOC Office of Adult Institutions that oversees the instruction of the Justice to Journeyman courses at the institution he represents.

“Registered Apprenticeship Partners Information Data System” or “RAPIDS” means the USDOL database in which the Apprenticeship Instructor registers the offender, reports progress, and enters apprenticeship hours.

II. POLICY and PROCEDURE

It is the policy of the DOC to provide offenders with courses and opportunities to support reentry in their communities. The Justice to Journeyman Apprenticeship shall provide offenders an opportunity to learn technical and knowledge-based skills, develop long term career goals and contingencies, increase employability skills and abilities, and gain apprenticeship hours to aid them in obtaining employment upon their release.

A. Scope of Justice to Journeyman Apprenticeship

1. The Justice to Journeyman Apprenticeship, through a partnership between the Justice and Public Safety Cabinet, DOC, and the Education and Workforce Development Cabinet, has been established to provide meaningful on the job instruction and training experiences combined with occupation specific training curriculum.
2. This structured training is designed to assist offenders in their transition to their community, by equipping them with the skills, abilities, and verifiable work history and apprenticeship hours that are needed to obtain meaningful employment.
3. The offender shall have all apprenticeship hours documented while in the Justice to Journeyman Apprenticeship. Upon completion of the related technical instruction (RTI), a transcript shall be made available to the offender.
4. The offender may be eligible for an educational good time credit in the amount of ninety (90) days upon successful completion of CT Fundamentals. Further, the offender may be eligible for an educational good time credit in the amount of ninety (90) days upon successful completion of the career and technical trade as outlined in CPP 20.1.

B. Establishment of a Justice to Journeyman Apprenticeship

1. New or updated apprenticeship courses shall require approval from the DOC Education Division Director and the Education and Workforce Development Cabinet before implementation.

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2. If the new or updated course is approved by the Education Division Director, a new apprenticeship standards application shall be submitted to the Education and Workforce Development Cabinet for approval.
3. Once approval is received by the Education and Workforce Development Cabinet and the Education Division Director, it shall be submitted to the Commissioner for final review and consideration for approval.

C. Enrollment in Justice to Journeyman Apprenticeship

1. For consideration of assignment to an apprenticeship course, the inmate shall:
 - a. Have a high school diploma or a high school equivalency diploma or credential;
 - b. Be within thirty-six (36) months of release date or parole eligibility date;
 - c. Be eligible and approved to work in the job area as outlined by the individual DOC institution;
 - d. Have an minimum TABE score of 501 in reading; 496 in math; and 511 in language; and
 - e. Complete and pass an interview conducted by an interview panel and chaired by the Regional Education Administrator.
2. The offender may be tested to determine whether the offender has an aptitude for the occupation and requirements of the apprenticeship course for which the offender has applied. Testing shall be completed at the discretion of the Regional Education Administrator. During the interview process, the offender shall be advised of the course completion requirements. The offender shall be advised that if assigned to CT Fundamentals, the offender shall be considered on probationary status. An offender shall complete CT Fundamentals to be removed from probationary status and to advance to the career and technical trade.
3. The offender shall sign a written agreement that contains the terms and conditions of the employment and training of the apprentice to enable the apprentice to learn the business, craft, or occupation.

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4. An offender approved to enter the apprenticeship course shall be scheduled for classification by the Regional Education Administrator or Classification Committee.
5. Upon enrollment, the offender shall be entered into RAPIDS by the institutional Apprenticeship Instructor for apprenticeship hours to be documented.
6. The offender shall maintain a professional job image while participating in the Justice to Journeyman Apprenticeship.
 - a. Work Attire: arrive to the education job site dressed professionally for the workday in full uniform with shoes clean.
 - b. Timekeeping: an offender shall use a time clock to record his work time. Failure to clock in and out shall result in loss of compensation and accrual of training hours.

D. Apprenticeship Exit

1. All module exams in CT Fundamentals and career and technical education course or trade shall be passed with a minimum score of seventy (70) percent. In addition, the majority of the modules have performance exercises that shall be graded as “Satisfactory” or “Failed”.
2. All National Center for Construction Education and Research (NCCER) or National Occupational Competency Testing Institute (NOCTI) requirements shall be successfully completed to earn the credential.
3. Upon course completion, a transcript shall be completed and signed by the instructor and submitted to the Education Administrator. The Education Administrator shall review the transcript and shall request a ninety (90) day EGT credit if the offender has met all requirements of the course. The Education Administrator shall sign the transcript and forward the transcript and credentials to the Division of Education Registrar for review.
4. The Division of Education Registrar shall review the documentation and verify the EGT credit.
5. Classroom hours earned for CT fundamentals and the career and technical trade shall be entered in RAPIDS and counted towards the related technical instruction.
6. If an offender in a DOC institution completes the required total number of apprentice hours to be a journeyman as defined by the USDOL, is verified

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by the Education and Workforce Development Cabinet, and Division of Education Registrar, the offender shall receive 90 days EGT.

7. If an offender completes CT fundamentals, the technical trade, has been enrolled in RAPIDS, and receives parole, the offender may work with the reentry employment specialist and may be able to continue the apprenticeship once employment is established. If the offender completes the apprenticeship while on parole, he may request 90 days EGT. The offender shall provide documentation of completion to his assigned parole officer who shall forward it to the Division of Education Registrar to verify the offender's eligibility for the EGT.
8. The Division of Education Registrar shall review, verify, and award the EGT credit in the offender management system.

E. Offender Schedule, Conduct, and Compensation

1. An offender shall be given a schedule of classes and assignments during the course of the Justice to Journeyman Apprenticeship.
2. Once enrolled in CT Fundamentals, the offender shall receive a starting wage of \$0.70 per hour.
3. Upon successful completion of CT Fundamentals and the probationary period, the offender may be enrolled in the Career and Technical Trade. The offender shall receive a pay increase to \$1.25 per hour.
4. An offender shall be compensated based upon the number of hours documented by the time clock.
5. If an offender has unexcused absences for five (5) days in a thirty (30) day period (RHU placement for investigation shall not count as unexcused if the inmate is found to be not guilty), participates in violence in the classroom, has inappropriate classroom behavior, participates in theft of materials, or becomes ineligible to work in a controlled environment, the offender shall be removed from the course. If the offender is terminated from the course, the offender shall be subject to a ninety (90) day waiting period to start the application process again for enrollment.

F. Duties of the Education Division Director

The Education Division Director shall:

1. Communicate all participant data obtained from the Justice to Journeyman Apprenticeship to the Justice and Public Safety Cabinet, DOC, the

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Education and Workforce Development Cabinet, and other outside agencies as required.

2. Directly supervise the Administrative Branch Manager assigned to oversee the Justice to Journeyman Apprenticeship.

G. Duties of Administrative Branch Manager

The Administrative Branch Manager shall:

1. Ensure the Justice to Journeyman Apprenticeship training is completed for all institution Apprenticeship Instructors and designated institutional-staff.
2. Prepare monthly reports for the Education Division Director, providing information and data, quarterly and annually, with statistical summaries.
3. Coordinate with staff to ensure any reports requested by the Education and Workforce Development Cabinet and USDOL are prepared and submitted in a timely manner.
4. Ensure Justice to Journeyman Apprenticeship consistency throughout all DOC institutions.