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	MAY 15 2024	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.045, 439.268 780 KAR 1:010, 705 KAR 4:231, 2:140 ACA 5-ACI-7B-01 through 5-ACI-7B-03 and 5-ACI-7B-05 through 5-ACI-7B-15 KY Adult Education GED Handbook	Subject EDUCATIONAL COURSES AND EDUCATIONAL SENTENCE CREDITS	

I. DEFINITIONS

“Accredited” means officially recognized as meeting the essential requirements of academic excellence by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

"Adult education" means the instructional course designed for the student encompassing literacy through a General Equivalency Development (GED) credential.

“Career and technical education” means postsecondary education or training in skilled trades, applied sciences, modern technologies, and career preparation offered or approved by the Department of Corrections Division of Education.

"College" or "university" means an accredited, postsecondary, educational institution.

"Correspondence course" means a self-study instruction course contracted by an offender through an accredited college or university approved by the Division of Education, and conducted via U.S. mail.

“Course” means a plan of study consisting of multiple lessons and does not include individual classes within a degree or other educational or technical curriculum.

“Division” means the Department of Corrections Division of Education.

“Individual Learning Plan” or “ILP” means a plan of study developed by the instructor to address a student’s educational needs.

"Live Work" means a project that is completed for an individual or organization that is part of a career and technical education course and meets curriculum requirements for the career and technical education course.

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“Student record” means the official record maintained in the offender management system containing test scores, sentence credits, attendance, and course completion documents.

“Transcript” means a record of student achievement used to verify justification and award of educational good time.

II. POLICY and PROCEDURE

The Department of Corrections shall provide an opportunity for an offender to acquire skills which facilitate non-criminal behavior through educational courses. The educational courses shall include general education, career and technical education, postsecondary education opportunities, and other educational courses deemed necessary by the department.

A. Education Courses

1. Academic and career and technical education courses shall require approval and be entered into the offender management system by a designated central office staff member under the authority of the Division Director.
2. Courses shall be certified at least every three (3) years by a state certifying agency or other recognized agency having jurisdiction.
3. Official course completion documents shall be developed and distributed by central office staff only.
4. A list of approved courses shall be available on the DOC website, in the Adult Institutional Education Centers, Probation and Parole Offices, and on-site at Local Detention Centers.

B. Adult Education

1. Adult Education
 - a. Adult Institutions
 - (1) General
 - (a) The teacher to student ratio shall not exceed 1:18. The preferred instructor to student ratio is 1:15, space permitting.
 - (b) An offender assigned to a special management or restrictive housing unit shall

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be provided services similar to those offered to the general population. School administration shall schedule and document periodic visits at least once weekly.

- (c) The Adult Education course may be available to any offender who does not have a GED or high school diploma. Education staff shall prescreen offenders prior to course enrollment.
- (d) The Adult Education course shall be provided at no cost to the offender.
- (e) Flexible scheduling shall allow an offender to enter the course at any time and proceed at an individualized learning pace.
- (f) The curriculum shall be competency based, leading to the GED credential.
- (g) Attendance shall be recorded daily.

(2) Enrollment Procedures

- (a) Institution educational staff shall document all course enrollments, progress, exits, and completions via the offender management system.
- (b) An offender shall sign up to receive educational services at the education center in a DOC institution or contract prison.
- (c) TABE assessment results shall be used to determine the appropriate class assignment.
- (d) All TABE results shall be documented in the electronic student record.
- (e) An Individualized Learning Plan (ILP) shall be prepared for each student.
- (f) Retesting shall occur upon the completion of forty (40) instructional hours or when a

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significant portion of the ILP has been mastered, as determined by the instructor.

(g) A student shall take and pass the GED Ready Test prior to being registered for the GED exam.

(h) Enrollment shall be prioritized for offenders with the earliest release date. Offenders ages 18-21 may receive priority placement.

(3) Exit Procedures

(a) After successful completion of the GED test, the student receives a diploma and transcript from Kentucky Adult Education (KYAE).

(b) The Education Administrator shall submit all GED and transcript information to DOCEdu.Registrar@ky.gov and the Registrar shall document in the student record.

b. Detention Centers or Jails

An offender housed in a detention center or jail may receive academic services through KYAE subject to availability.

c. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive academic services through KYAE subject to availability.

d. Reentry Service Centers or Recovery Kentucky

An offender housed in a center may receive academic services through the KYAE subject to availability.

2. Career and Technical Education

a. Adult Institutions

(1) General

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- (a) Career and Technical Education (CTE) courses are available to any offender holding a high school diploma or GED.
- (b) An offender shall not be permitted to repeat a course previously completed or which is substantially similar in content to a course previously completed.
- (c) Flexible scheduling may allow an offender to enter the course at any time and proceed at an individualized learning pace.
- (d) The curriculum shall be competency based.
- (e) Attendance shall be recorded daily in the offender management system by institutional staff.
- (f) Live work projects
 - i. May be accepted and conducted as part of the curriculum.
 - ii. A live work order form shall require approval from the education administrator and instructor.
 - iii. An individual or organization for which a live work order is accepted shall provide all necessary materials for the job to be completed. The instructor shall not handle payment for materials.
 - iv. The fee for a live work project shall be paid in the form of a check or money order made payable to the Kentucky State Treasurer and deposited in the institution's Trust and Agency account. The fee for a live work project shall be \$15.00 (fifteen dollars).

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v. The fee shall be processed through the institutional business office by the customer.

(g) Tool and toxic control shall comply with the correctional institution's policies and procedures.

(h) The student shall not be transferred until completion of the career and technical education course except for security reasons.

(2) Career and Technical Education Enrollment Procedures

(a) Institution educational staff shall document all course enrollments, progress, exits, and completions via the offender management system.

(b) An offender shall sign up to receive educational services at the education center in a DOC institution or contract prison.

(c) The student shall have minimum required TABE scores on file for National Occupancy Competency Testing Institute (NOCTI) and National Center for Construction Education and Research (NCCER) course enrollments.

(d) Enrollment shall be prioritized for offenders with the earliest release date.

(e) Career and technical education opportunities under the direction of the Division of Education shall only be available in DOC institutions and contract prisons.

(3) Exit Procedures

(a) After successful completion of all course requirements, a transcript shall be completed and signed by the instructor.

(b) The Education Administrator shall:

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- i. Review and sign the transcript.
- ii. Forward the transcript and all pertinent credentials to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(c) The Division of Education Registrar shall:

- i. Review the documentation for accuracy and approve.
- ii. Scan into the offender management system and award the Educational Good Time (EGT) credit.
- iii. Notify the Education Administrator of record.

(d) The student shall receive a DOC transcript.

b. Detention Centers or Jails

An offender housed in a detention center or jail may receive career and technical educational services through local partnerships subject to availability.

c. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive career and technical educational services through accredited institutions subject to availability.

d. Reentry Service Centers or Recovery Kentucky

An offender housed at a center may receive career and technical educational services through local partnerships subject to availability.

3. College or University Educational Courses

- a. College or university courses eligible for educational good time or sentence credit shall require a:

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- (1) Two (2) year or four (4) year course leading to an associate's degree or bachelor's degree;
- (2) Master's degree;
- (3) Doctoral degree; or
- (4) Diploma.

b. Adult Institutions

(1) General

Postsecondary level college courses may be offered in DOC institutions and contract prisons, subject to availability.

(2) Enrollment Procedures

- (a) An offender shall meet the enrollment requirements of the participating college or university.
- (b) The offender shall have adequate time before parole eligibility date or minimum expiration date to complete the coming term.
- (c) An offender shall not be enrolled in more than twelve (12) hours per semester unless approved by the Education Administrator.

(3) Conditions of Participation

- (a) The offender shall abide by all college rules, including rules for attendance, participation, completion of assignments, and standards of behavior.
- (b) The offender shall not be transferred until the conclusion of the semester except for security reasons.
- (c) Financial arrangements for a course shall be the responsibility of the offender.

(4) Exit Procedures

- (a) After successful completion of a postsecondary diploma or degree, the student

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receives a transcript from the college or university.

- (b) The offender shall submit the official transcript to the Education Administrator.
- (c) The Education Administrator shall review the transcript and forward to the Division of Education Registrar at DOCEduc.Registrar@ky.gov.
- (d) The Division of Education Registrar shall verify and award EGT.

c. Detention Centers or Jails

An offender housed in a detention center or jail may receive postsecondary educational services through local partnerships subject to availability.

d. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive postsecondary educational services through accredited institutions subject to availability.

e. Reentry Service Centers or Recovery Kentucky

An offender housed in a center may receive postsecondary educational services through local partnerships subject to availability.

4. Correspondence Courses

- a. Correspondence courses eligible for educational good time or sentence credit shall be provided by an accredited school, college or university and require a:

- (1) High School Equivalency Diploma;
- (2) High School Diploma;
- (3) Two (2) year or four (4) year course leading to an associate's degree or bachelor's degree;
- (4) Master's degree; or
- (5) Doctoral degree.

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b. Adult Institutions

(1) Enrollment Procedures

- (a) An offender shall meet the enrollment requirements of the participating school.
- (b) A correspondence course shall require approval from the education administrator, deputy warden or warden, and central office branch manager.
- (c) Financial arrangements for a correspondence course shall be the responsibility of the offender.
- (d) A correspondence course shall comply with CPP 16.2 Inmate Correspondence as well as the correctional institution's policies and procedures.
- (e) The offender shall be informed that online or internet access for completing any portion of the correspondence course shall not be permitted.

(2) Exit Procedures

- (a) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the approved correspondence course, the offender shall submit an official transcript to the Education Administrator.
- (b) The Education Administrator shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.
- (c) The Division of Education Registrar shall:
 - i. Review the documentation for accuracy and approve.

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ii. Scan in the offender management system and award the EGT credit.

iii. Notify the Education Administrator of record.

c. Detention Centers or Jails

(1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Class D Coordinator.

(2) The Class D Coordinator shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(3) The Division of Education Registrar shall:

(a) Review the documentation for accuracy and approve.

(b) Scan in the offender management system and award the EGT credit.

(c) Notify the Class D Coordinator of record.

d. Probation and Parole

(1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Probation and Parole Officer.

(2) The Probation and Parole Officer shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(3) The Division of Education Registrar shall:

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- (a) Review the documentation for accuracy and approve.
- (b) Scan in the offender management system and award the EGT credit.
- (c) Notify the Probation and Parole Officer of record.

e. Reentry Service Centers or Recovery Kentucky

- (1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Probation and Parole Officer.
- (2) The Probation and Parole Officer shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.
- (3) The Division of Education Registrar shall:
 - (a) Review the documentation for accuracy and approve.
 - (b) Scan in the offender management system and award the EGT credit.
 - (c) Notify the Probation and Parole Officer of record.


C. Educational Good Time

- 1. EGT shall be awarded in accordance with KRS 197.045(1)(a)(2) and probation education credits shall be awarded in accordance with KRS 439.268(1)(a). The following procedures shall be followed for awarding sentence credit:
 - a. The official GED transcript, a transcript documenting career and technical education course completion, diploma, or college degree for an associate's degree, bachelor's degree, master's degree, or doctoral degree shall be submitted to and

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verified by the Education Administrator, who forwards it to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and a one-time award of ninety (90) days.

- b. For an offender housed in a jail, the official GED transcript or a transcript documenting a diploma, or college degree for an associate's degree, bachelor's degree, master's degree or doctoral degree shall be given to the Class D Coordinator to forward to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and award.
 - c. For an offender under supervision of the Division of Probation and Parole, the offender shall submit the official GED transcript or a transcript documenting career and technical education course completion, diploma, or college degree for an associate's degree, bachelor's degree, master's degree, or doctoral degree to his assigned Parole Officer. All documentation shall be forwarded by the Parole Officer to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and award.
 - d. Once the Registrar verifies the offender's degree documentation, a sentence credit of ninety (90) days shall be applied by the Division of Education Registrar, unless prohibited in subsection 2 below.
 - e. If submitted documentation is rejected for EGT, the offender may refer to CPP 17.4 Administrative Remedies: Sentence Calculations for appeal procedures.
2. Sentence credit shall not be awarded for:
- a. Individual classes;
 - b. A certificate;
 - c. Completion of a module or level within a larger trade or career or technical education course;
 - d. Degree from a non-approved correspondence course provider;
 - e. Degree from non-accredited entities; or
 - f. Any course not approved by the Division of Education.

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	May 12, 2020	September 1, 2020
Authority/References KRS 196.035, 197.020 CPP 15.2, 20.1 29 USC 50, 29 CFR parts 29 and 30	Subject <p style="text-align: center;">APPRENTICESHIP COURSES</p>	

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.