

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	15.4	2
	Date Filed	Effective Date
	June 11, 2012	August 6, 2012
Authority/References KRS 196.035, 196.111, 197.020, 197.045, 197.047, 197.110, 197.120, 197.150, 439.250 CPP 19.3, P&P 28-05-01	Subject PROGRAM CREDIT	

I. DEFINITIONS

“Evidence Based Practice” is defined in KRS 196.111(1).

“Program Credit” means a time credit earned by completion of a designated treatment program approved by the Department of Corrections.

“Promising Practice” is defined by CPP 5.3.

II. POLICY AND PROCEDURE

Program completion shall be verified by staff conducting the program. The program credit shall be awarded under the following guidelines:

1. The Department of Corrections’ Commissioner or designee shall designate programs that qualify for the credit.
2. Documentation of the inmate’s program completion and program credit award shall be entered into the offender management system at the institutional level.
3. This documentation shall be used to determine effectiveness of the programs completed. Program documentation shall include:
 - a. Time and attendance;
 - b. Completion of program;
 - c. Program achievements; and
 - d. Certificates presented.
4. Institutional staff shall notify Central Office Offender Information Branch of the award. Documentation of program completion for a jail or halfway house program shall be forwarded directly to the Central Office Offender Information Branch for approval and program credit award.

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5. Programs

- a. Inmates shall be provided with programs that meet Evidence Based criteria.
- b. Programs that do not meet Evidence Based criteria but meet the criteria for “promising practice” may be provided.