

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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I. DEFINITIONS

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

"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 two (2) year or four (4) year course leading to the associate's degree, bachelor's degree, master's degree, or doctoral degree.

"Correspondence course" means a self-study instruction course contracted by an offender through an approved, accredited educational provider.

"Live Work" means a project that is an acceptable training tool for a career and technical class or meets a curriculum requirement for the particular career and technical area and is completed for an individual or organization.

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 communication skills, general education, basic academic skills, GED preparation, special education, career and technical education, postsecondary education opportunities, and other educational courses deemed necessary by the department.

A. Education Courses

Education and career and technical courses shall be certified at least every three (3) years by a state certifying agency or other recognized agency

Policy Number	Effective Date	Page
20.1	September 1, 2020	2

having jurisdiction. The teacher to student ratio shall not exceed 1:18. The preferred instructor to student ratio is 1:15.

1. Adult Education

- a. This course may be available to any offender who does not have a GED or high school diploma. An offender shall not take the Adult Education course if the offender has a GED or high school diploma.
- b. The Adult Education course may be provided at no cost to the offender.
- c. Flexible scheduling may allow an offender to enter the course at any time and proceed at his own learning pace.
- d. The curriculum shall be competency based, leading to the GED diploma or certificate.
- e. Academic Course Enrollment Procedures
 - (1) An offender shall sign up to receive educational services at the education center in a DOC institution or contract prison.
 - (2) A review of the offender's education record shall be required to determine classroom placement. A TABE Locator Test may be given to determine the appropriate level.
 - (3) Once the TABE Locator Test is scored, an offender shall be assigned to the appropriate functioning level classroom: Literacy, Adult Basic Education, or GED.
 - (4) All TABE results shall be documented in the student record.
 - (5) An individualized lesson plan (ILP) based on the TABE results shall be prepared for each offender by the instructor.
 - (6) An offender shall be assisted in working through the ILP.
 - (7) Retesting shall occur upon the completion of a significant portion of the ILP as determined by the

Policy Number	Effective Date	Page
20.1	September 1, 2020	3

instructor.

- (8) An offender that qualifies shall be given the GED Ready Test, and then may be scheduled for the GED test based on those results.

f. Academic Course Exit Procedures

- (1) After successful completion of the GED, the offender receives a credential and transcript in the mail from the Kentucky Adult Education Skills U. The offender shall be given a one-time ninety (90) day educational good time (EGT) credit for the completion.
- (2) An offender may receive a one-time financial incentive of \$100, depending on funding availability.
- (3) All GED and transcript information shall be documented in the student record as well as in the offender management system.

- g. An offender housed in a jail or is currently being supervised by the Division of Probation and Parole may receive academic services through the Kentucky Adult Education Skills U, subject to availability.

2. Career and Technical Education

The Division of Education offers career and technical education to offenders residing in DOC institutions. These courses are available to any student, having achieved a high school diploma or GED. A student shall not repeat a course previously completed or which is substantially similar in content to a course previously completed.

- a. Flexible scheduling may allow an offender to enter the course at any time and proceed at his own learning pace.
- b. The curriculum shall be competency based, leading to a career and technical certificate or diploma.
- c. All requirements for the career and technical certificate or diploma shall be fulfilled within the educational center.
- d. A live work project may be accepted and conducted in a career and technical class.

Policy Number	Effective Date	Page
20.1	September 1, 2020	4

- (1) A live work order shall be approved and initialed by the school administrator and instructor of the class.
 - (2) An individual or organization for which a live work order is accepted shall purchase the necessary materials for the job to be completed. The instructor shall not handle the payment of the materials.
 - (3) The fee for a live work project shall be \$15.00 (fifteen dollars).
 - (4) 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.
 - (5) The fee shall be processed through the institutional business office and shall not be submitted by the instructor.
- e. Tool and toxic control in the career and technical education course shall comply with the correctional institution's policies and procedures.
- f. The offender shall not be transferred until conclusion of the career and technical term except for security reasons.
- g. Career and Technical Education Enrollment Procedures
- (1) The offender shall have a high school diploma or have obtained a GED.
 - (2) The offender shall take a TABE 11-12 assessment to gain entrance into a course. The offender shall achieve minimum scores of 501 in Reading, 496 in Math, and 511 in Language sections to be considered for entrance into any of the career and technical education courses.
 - (3) The offender shall have more than six (6) months until his parole eligibility date or minimum expiration date to be eligible to apply for the CT Fundamentals or Microsoft Office course and ten (10) months for any other career and technical education course or trade.

Policy Number	Effective Date	Page
20.1	September 1, 2020	5

- (4) The offender shall take CT Fundamentals as a prerequisite to any career and technical education course or trade offered with the exception of Microsoft Office. CT Fundamentals may be taken as a stand-alone course or in addition to the career and technical education course or trade.
- (5) The CT Fundamentals curriculum is a six (6) month course and includes the following listed segments that shall be completed to receive an official transcript and to be awarded a ninety (90) day EGT credit:
 - (a) National Center for Construction Education and Research (NCCER) Core Curricula includes the following:
 - i. Basic Safety;
 - ii. Introduction to Construction Math;
 - iii. Introduction to Hand Tools;
 - iv. Introduction to Power Tools;
 - v. Introduction to Construction Drawings;
 - vi. Basic Communication Skills;
 - vii. Introduction to Materials Handling;
 - viii. OSHA Construction 10-Hour Card;
 - ix. OSHA General Industry 10-Hour Card;
 - x. National Career Readiness Certificate (NCRC); and
 - xi. NCCER Your Role in the Green Environment.
- (6) If an offender is housed in a DOC institution or contract prison and completes the NCRC, no good

Policy Number	Effective Date	Page
20.1	September 1, 2020	6

time credit shall be awarded for the completion of this single class. In addition, if the NCRC is earned while the offender is enrolled in CT Fundamentals, the offender shall be informed that NCRC is part of the curriculum, and part of the overall completion of the technical program. An offender shall complete and pass all parts of the CT Fundamentals course in order to earn the credential and be recommended for the ninety (90) day EGT award.

- (7) The Division of Education offers courses in cooperation with the NCCER curriculum in DOC institutions. The course requires a minimum of ten (10) months for completion. The courses or trades offered may include:
 - (a) Carpentry;
 - (b) Construction Management;
 - (c) Electrical;
 - (d) HVAC;
 - (e) Masonry; and
 - (f) Welding.
- (8) The Division of Education offers courses in cooperation with the National Occupational Competency Testing Institute (NOCTI) curriculum in DOC institutions. The course requires a minimum of ten (10) months for completion. The courses or trades offered may include:
 - (a) Auto Technology;
 - (b) Collision Repair;
 - (c) Horticulture; and
 - (d) Small Engine Repair.
- (9) The Division of Education offers a Microsoft Office and Internet and Computing Core Certification (IC3)

Policy Number	Effective Date	Page
20.1	September 1, 2020	7

course. The course requires a minimum of six (6) months for completion.

- (10) The Division of Education shall determine the courses or trades offered in DOC institutions and contract prisons.
- (11) Career and technical education opportunities provided by the Division of Education shall only be available in DOC institutions and contract prisons.
- (12) Both NCCER and NOCTI curriculums require a minimum of ten (10) months for completion; however, these curriculums do not have the same coursework content. The offender shall be informed that it may take longer than ten (10) months to successfully satisfy the requirements for course completion.

h. Career and Technical Education Exit Procedures

- (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 NCCER or 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. 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.
- (4) The Division of Education Registrar shall review the documentation, verify, and award the EGT credit if the course was successfully completed.

3. College or University Educational Courses

Policy Number	Effective Date	Page
20.1	September 1, 2020	8

Postsecondary level college courses may be offered in DOC institutions and contract prisons, subject to availability of participating colleges, universities, and community college systems.

a. Eligibility and Course Entry Procedures

- (1) An offender shall meet the enrollment requirements of the participating college or university.
- (2) The offender shall have adequate time before his parole eligibility date or minimum expiration date to complete the coming term.
- (3) The offender shall assume responsibility for financial arrangements with the college.
- (4) Prior to admission, the offender shall be subject to a screening process approved by the Warden in that institution.
- (5) The offender shall read and complete the Evening College Course Student Acknowledgement and Promissory Commitment form.
- (6) The offender shall have a high school diploma or have obtained a GED prior to enrollment.
- (7) An offender shall not be enrolled in any more than two (2) classes at any time, unless approved by the Warden and the Regional Administrator.

b. Conditions of Participation

- (1) The offender shall abide by all college rules, including rules for attendance, participation, completion of assignments, and standards of behavior. In addition, the DOC Student Commitment Form shall be reviewed, and signed by the offender, college coordinator, and Deputy Warden and presented at college registration.
- (2) The offender shall not be transferred until the conclusion of the term except for security reasons.
- (3) If the offender has less than twenty-four (24) academic hours to complete his degree, his transfer

Policy Number	Effective Date	Page
20.1	September 1, 2020	9

shall be coordinated through the Classification Branch.

- (4) Evening college participants (including distance learning) may participate in two (2) college courses per semester or term.
- (5) The offender shall pay \$35.00 per course, per semester or term.

c. Course Exit Procedures

- (1) After successful completion of a postsecondary diploma or degree, an eligible offender may be recommended for a ninety (90) day EGT award.
- (2) The offender shall provide the official transcript to the Education Administrator.
- (3) The Education Administrator shall review the transcript and forward to the Division of Education Registrar.
- (4) The Division of Education Registrar shall make the determination of the EGT award.
- (5) There is no financial incentive for completion of any college course.
- (6) EGT shall not be credited for a single class, but shall be limited to an associate's degree, bachelor's degree, master's degree, or doctoral degree conferred by the offering college as required by KRS 197.045(1)(a)(2) and this policy.

B. Correspondence Courses

- 1. An offender may receive good time credit for a degree from the approved correspondence courses for incarcerated individuals offered by the following accredited colleges or universities:
 - a. Adams State University, Prison College Course;
 - b. Ohio University, College Course for the Incarcerated; and

Policy Number	Effective Date	Page
20.1	September 1, 2020	10

- c. Thomas Edison State College, Office of Offender Special Service.

2. Course Entry Procedures for Correspondence Courses

- a. An offender shall have a high school diploma or GED in order to participate in the correspondence course.
- b. The offender shall complete a Correspondence Course/Course Enrollment Request Form. The form shall be available at the local education center in DOC institutions or contract prisons. The form shall require review and signature of the Education Administrator and Deputy Warden of Programs. Once the review and signatures have been obtained, the form shall be mailed to the Division of Education Central Office, where the request shall be reviewed and final approval determined. The offender shall be notified in writing of the decision to approve or deny. Approval for correspondence courses shall be documented, in writing, by the Education Administrator and recorded in the student's record. Additionally, correspondence course achievements shall be recorded in the student's record.
- c. An offender approved to take correspondence course(s) may take one (1) or more correspondence courses per semester or term.
- d. Financial arrangements for a correspondence course shall be the responsibility of the offender.
- e. A correspondence course shall comply with CPP 16.2 Inmate Correspondence as well as the correctional institution's policies and procedures.
- f. The offender shall be informed that online or internet access for completing any portion of the correspondence course shall not be permitted.
- g. The offender shall agree to check-in with the Education Administrator on a monthly basis to provide a summary of his progress in the correspondence course.

3. Course Exit Procedures for Correspondence Courses

- a. Once the correspondence course has been completed, the official transcript shall be submitted by the offender to the

Policy Number	Effective Date	Page
20.1	September 1, 2020	11

Education Administrator so a copy can be included in the student record.

- b. If an offender receives 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 Education Administrator. The Education Administrator shall forward a ninety (90) day EGT request to the Division of Education Registrar.
- c. The Division of Education Registrar shall review all documentation to determine eligibility of EGT award.

C. Educational Good Time

EGT may be available for an offender if he earned a GED or other authorized achievement after July 13, 1990.

1. EGT shall be awarded using the following procedures:
 - a. A ninety (90) day EGT request with the completed date shall be submitted for an offender with an official GED transcript or a transcript documenting career and technical course completion, diploma, or college degree for an associate's degree, bachelor's degree, master's degree, or doctoral degree. The degree or diploma conferred shall be verified by the Education Administrator. The request for an EGT credit shall be made by the Education Administrator and forwarded to the Division of Education Registrar for review.
 - b. For an offender housed in a jail, all supporting documentation shall be given to the Class D Coordinator. The request for an EGT credit along with all supporting documentation shall be forwarded by the Class D Coordinator to the Division of Education Registrar for review.
 - c. For an offender under supervision of the Division of Probation and Parole, all supporting documentation shall be given to the offender's assigned Parole Officer. The request for an EGT credit along with all supporting documentation shall be forwarded by the Parole Officer to the Division of Education Registrar for review.
 - d. The Division of Education Registrar shall verify the offender's eligibility for the EGT credit.

Policy Number	Effective Date	Page
20.1	September 1, 2020	12

- e. Once the Registrar verifies that the offender is eligible for the credit, the offender's transcript or degree documentation shall be entered into the offender management system. A sentence credit of ninety (90) days shall be applied by the Division of Education Registrar.
 - f. If an offender is denied EGT, he may refer to CPP 17.4 Administrative Remedies: Sentence Calculations for appeal procedures.
2. EGT shall not be awarded to an offender:
- a. For individual classes;
 - b. For a certificate or degree from a non-approved correspondence course provider; or
 - c. Who is on probation.