

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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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.