Career and Technical Education

Note: See individual course syllabus for detailed information and completion requirements.

Foundational Courses

National Career Readiness Certificate (NCRC)	
Course Description	The NCRC is a portable, evidence-based credential that certifies the essential skills for workplace success.
Course Length	Individual progress determines length required for completion
Educational Good Time (EGT)	EGT not awarded
Admission Criteria	GED® or a high school diploma
Course Content	Individualized instruction in the three assessment areas is provided to ensure student success. Students are assessed in the areas of Applied Math, Workplace Documents, and Graphic Literacy.
Applicable Policies	CPP 20.1
Institution Locations	Bell County Forestry Camp (BCFC) Blackburn Correctional Complex (BCC) Eastern KY Correctional Complex (EKCC) Green River Correctional Complex (GRCC) KY Correctional Institution for Women (KCIW) KY State Penitentiary (KSP) Lee Adjustment Center (LAC) Little Sandy Correctional Complex (LSCC) Luther Luckett Correctional Complex (LLCC) Northpoint Training Center (NTC) Roederer Correctional Complex (RCC) Southeast State Correctional Complex (SSCC) Western KY Correctional Complex (WKCC)
Additional Information	• A student must receive a Silver, Gold, or Platinum assessment result to satisfy passing requirements. • An NCRC is required for CT Fundamentals and Microsoft Office/IC3 course completions and therefore does not receive educational good time.

CT Fundamentals	
Course Description	This course is designed to meet the needs of the beginning offender in the Career and Technical fields or as a refresher to the experienced craftsman. CT-

CT Fundamentals	
	Fundamentals may be taken as a stand-alone course or concurrently with a trade enrollment; however, it is a mandatory component and prerequisite for the completion of all NCCER and NOCTI Career and Technical Education courses offered in adult institutions.
Course Length	A minimum of six (6) hours of class time per week for a minimum of six (6) calendar months.
Educational Good Time (EGT)	**90** days
Admission Criteria	- GED® or a high school diploma - TABE 11/12 assessment minimum scores: - Reading – 501 - Math – 496 - NCRC - Required for course completion (may be concurrent enrollment) - Offender must not be eligible for parole or serve out within ten months of enrollment date
Course Content	NCCER Core Curricula: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling - OSHA Construction 10-Hour card - OSHA General Industry 10-Hour card - NCRC (may be concurrent enrollment) - NCCER Your Role in the Green Environment
Applicable Policies	CPP 20.1
Institution Locations	Bell County Forestry Camp (BCFC) Blackburn Correctional Complex (BCC) Eastern KY Correctional Complex (EKCC) Green River Correctional Complex (GRCC) KY Correctional Institution for Women (KCIW) KY State Penitentiary (KSP) Lee Adjustment Center (LAC) Little Sandy Correctional Complex (LSCC) Luther Luckett Correctional Complex (LLCC) Northpoint Training Center (NTC) Roederer Correctional Complex (RCC) Southeast State Correctional Complex (SSCC) Western KY Correctional Complex (WKCC)
Additional Information	- All module exams must be passed by a minimum score of 70% - All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards.

CT Fundamentals	
	• NCRC - A student must receive a Silver, Gold, or Platinum assessment result to satisfy passing requirements. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NCCER transcript • NCCER wallet card (card issued during course) • OSHA Construction 10-Hour card (Issued during course) • OSHA General Industry 10-Hour card (Issued during course)

NCCER Courses

Below are the Career and Technical courses offered in adult institutions, in cooperation with the *National Center for Construction Education and Research* (NCCER).

Carpentry	
Course Description	Introduction to Carpentry and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days

Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	    ○ Reading – 501
	    ○ Math - 496
	• Offender must not be eligible for parole or serve out within 15 months of enrollment date

Course Content	• Level I - Key content includes: Orientation to the Trade; Building Materials, Fasteners, and Adhesives; Hand and Power Tools; Introduction to Construction Drawings, Specifications, and Layout; Floor

Carpentry	
	Systems; Wall Systems; Ceiling Joist and Roof framing; Basic Stair Layout; Introduction to Building Envelope Systems • Level II – Key content includes: Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Window, Door, Floor, and Ceiling Trim, and Cabinet Installation. • Cabinetmaking - provides the basic information needed to construct and apply finishes to custom cabinetry. It identifies and discusses various types of wood products, wood-joining techniques, power tools, cabinet doors, shelves, and hardware. Specific guidance is also provided for the installation of laminated countertops
Applicable Policies	CPP 20.1
Institution Locations	Eastern KY Correctional Complex (EKCC) Green River Correctional Complex (GRCC) Lee Adjustment Center (LAC) Little Sandy Correctional Complex (LSCC) Northpoint Training Center (NTC) Southeast State Correctional Complex (SSCC) Western KY Correctional Complex (WKCC)
Additional Information	• All module exams must be passed by a minimum score of 70% • All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

Electrical	
Course Description	Introduction to Electricity and work ready skills

Electrical	
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days

Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	   ◦ Reading – 501
	   ◦ Math - 496
	• Offender must not be eligible for parole or serve out within 15 months of enrollment date

Course Content	• Level I - Key content includes: Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, and Electrical Test Equipment. • Level II – Key content includes: Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts. • Level III - Key content includes: Load Calculations – Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, Overcurrent Protection, Distribution Equipment, Transformers, Commercial Electrical Services, Motor Calculations, Voice, Data, and Video, and Motor Controls.
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW) Northpoint Training Center (NTC) Western KY Correctional Complex (WKCC)
Additional Information	• All module exams must be passed by a minimum score of 70% • All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements.

Electrical

	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

Heating, Ventilation and Air Conditioning (HVAC)

Course Description	Introduction to Heating, Ventilation, and Air Condition and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days

Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	   ○ Reading – 501
	   ○ Math - 496
	• Offender must not be eligible for parole or serve out within 15 months of enrollment date

Course Content	• Level I - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices • Level II - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices • Level III - Key content includes: Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations.
Applicable Policies	CPP 20.1

Heating, Ventilation and Air Conditioning (HVAC)

Institution Locations	Eastern KY Correctional Complex (EKCC)
Additional Information	• All module exams must be passed by a minimum score of 70% • All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

Masonry

Course Description	Introduction to Masonry and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days

Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	    ○ Reading – 501
	    ○ Math - 496
	• Offender must not be eligible for parole or serve out within 15 months of enrollment date

Course Content	• Level I - Key content includes: Introduction to Masonry, Masonry Tools and Equipment, Measurements, drawings, and Specifications, Mortar and Masonry units and Installation Techniques. • Level II - Key content includes: Residential Plans and Drawing Interpretation, Residential Masonry, Reinforced Masonry, Grout and Other Reinforcement, Masonry Openings and Metal Work, Advanced

Masonry	
	Laying Techniques, Effect of Climate on Masonry, and Construction Inspection and Quality Control • Level III - Key content includes: Masonry in High-Rise Construction, Specialized Materials and Techniques, Repair and Restoration, Commercial Drawings, Estimating, Site Layout – Distance Measurement and Leveling, and Introductory Skills for the Crew Leader
Applicable Policies	CPP 20.1
Institution Locations	Blackburn Correctional Complex (BCC) Eastern KY Correctional Complex (EKCC) Green River Correctional Complex (GRCC) Luther Luckett Correctional Complex (LLCC)
Additional Information	• All module exams must be passed by a minimum score of 70% • All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

Welding	
Course Description	Introduction to Welding and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days

Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	    o Reading – 501
	    o Math - 496

Welding	
	• Offender must not be eligible for parole or serve out within 15 months of enrollment date
Course Content	• Level I - Key content includes Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW – Equipment and Safety, Shielded Metal Arc Electrodes, SMAW – Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW – Groove Welds and Backing, and SMAW – Open V-Groove Welds. • Level II - Key content includes Welding Symbols, Reading Welding Detail Drawings, Physical Characteristics and Mechanical Properties of Metals, Preheating and Postheating of Metals, GMAW & FCAW - Equipment and Filler Metals, GMAW & FCAW – Plate, GTAW - Equipment and Filler Metal, and GTAW – Plate
Applicable Policies	CPP 20.1
Institution Locations	Luther Luckett Correctional Complex (LLCC) Northpoint Training Center (NTC)
Additional Information	• All module exams must be passed by a minimum score of 70% • All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

NOCTI Courses

The Division of Education also offers Career and Technical courses in cooperation with the *National Occupational Competency Testing Institute* (NOCTI).

Automotive Technology	
Course Description	Introduction to Automotive Technology and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days

Automotive Technology	

Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	    ○ Reading – 501
	    ○ Math - 496
	• Offender must not be eligible for parole or serve out within 15 months of enrollment date.

Course Content	• Engine Repair • Automatic Transmissions and Transaxle • Manual Drive Train and Axles • Suspension and Steering • Brakes • Electrical and Electronic Systems • Heating and Air Conditioning • Engine Performance • Customer Relations and Shop Procedures
Applicable Policies	CPP 20.1
Institution Locations	Luther Luckett Correctional Complex (LLCC)
Additional Information	• All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential

Collision Repair	
Course Description	Introduction to Auto Body (Collision) Repair and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days
Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma

Collision Repair

	• TABE 11/12 assessment minimum scores:
	   ○ Reading – 501
	   ○ Math - 496
	• Offender must not be eligible for parole or serve out within 15 months of enrollment date.

Course Content	• Safety • Business Fundamentals • Metal Inert Gas/Gas Metal Arc Welding, and Squeeze-Type Resistance Spot Welding • Structural Repairs • Non-Structural Repairs • Mechanical and Electrical Systems
Applicable Policies	CPP 20.1
Institution Locations	KY State Penitentiary (KSP) Luther Luckett Correctional Complex (LLCC)
Additional Information	• All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential

Horticulture

Course Description	Introduction to Horticulture and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days

Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	   ○ Reading – 501
	   ○ Math - 496

Horticulture	
Course Content	• General Knowledge • Pest and Disease Management • Fundamentals of Irrigation • Basic Nursery/Greenhouse Skills • Horticulture Business and Retailing • Landscape Design • Landscape Installation and Construction • Landscape and Turf Maintenance • Arboriculture
Applicable Policies	CPP 20.1
Institution Locations	Bell County Forestry Camp (BCFC) Blackburn Correctional Complex (BCC) KY Correctional Institution for Women (KCIW) Little Sandy Correctional Complex (LSCC) Roederer Correctional Complex (RCC) Western KY Correctional Complex (WKCC)
Additional Information	• All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential

The first row of the table (under Horticulture header) reads:

"• Offender must not be eligible for parole or serve out within 15 months of enrollment date."

Small Engine Repair	
Course Description	Introduction to Small Engine Repair and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	**90** days
Admission Criteria	• CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores:

Small Engine Repair	
	o Reading – 501 o Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date.
Course Content	• Safety • General Shop Practices • Maintenance • Lubrication Systems • Fuel Systems Fundamentals • Governor • Ignition • Starters & Charging Systems Cylinder Head & Valve, Service & Maintenance Engine Assembly • Troubleshooting
Applicable Policies	CPP 20.1
Institution Locations	Eastern KY Correctional Complex (EKCC) Little Sandy Correctional Complex (LSCC)
Additional Information	• All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential

Digital Technology Courses

To further the offender's educational experiences in the digital age, the following technology-based course completions are offered in adult institutions.

Fuel Ed: Introduction to Computer Science	
Course Description	Introduction to Computer Science - This course is designed to introduce students to a contemporary overview of today's computer science. The course is non-language-specific and provides a solid foundation using an algorithm-driven approach. To keep the course in touch with current issues, material on emerging topics are included, such as privacy, drones, cloud computing, and net neutrality. Traditional computer science topics such as, binary numbers,

Fuel Ed: Introduction to Computer Science	
	Boolean logic, system software, networking, information security, and language programming are also included.
Course Length	18 Weeks
Educational Good Time (EGT)	**90** days

Admission Criteria	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	  ○ Reading – 501
	  ○ Math - 496
	• Offender must not be eligible for parole or serve out within 10 months of enrollment date.

Course Content	• An Introduction to Computer Science • Algorithm Discovery and Design • The Efficiency of Algorithms • The Building Blocks: Binary Numbers, Boolean Logic, and Gates • Computer Systems Organization • An Introduction to System Software and Virtual Machines • Computer Networks and Cloud Computing • Information Security • Introduction to High-Level Language Programming • The Tower of Babel • Compilers and Language Translation • Models of Computation • Simulation and Modeling • Electronic Commerce, Databases, and Personal Privacy • Artificial Intelligence • Computer Graphics and Entertainment • Making Decisions about Computers, Information, and Society • Final Exam, Introduction to Computer Science
Applicable Policies	CPP 20.1
Institution Locations	Lee Adjustment Center (LAC)
Additional Information	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript

Fuel Ed: Introduction to Computer Science

	• Fuel Ed Credential

Fuel Ed: A+ Computer Management

Course Description	*Part I:* This is the first semester of a two semester course. (Computer management II satisfies course completion requirements) The course provides a comprehensive introduction to managing and maintaining computer hardware and software. The course closely integrates the CompTIA A+ Exam objectives to prepare students for the 220-901 and 220-902 certification exams. The course includes the latest trends in hardware, security, virtualization, coverage of cloud computing, Linux and Mac OS, and increased emphasis on mobile devices. *Part II:* This is the second semester of a two semester course. This course continues to provide a comprehensive introduction to managing and maintaining computer hardware and software. The course closely integrates the CompTIA A+ Exam objectives to prepare students for the 220-901 and 220-902 certification exams. The course includes the latest trends in hardware, security, virtualization, coverage of cloud computing, Linux and Mac OS, and increased emphasis on mobile devices.
Course Length	*Part I:* 11 Weeks *Part II:* 14 Weeks
Educational Good Time (EGT)	**90** days

Admission Criteria	• GED® or a high school diploma
	 • TABE 11/12 assessment minimum scores:
	    ○ Reading – 501
	    ○ Math - 496
	 • Successful completion of Introduction to Computer Science to be eligible for Part I of A+ Computer Management
	 • Successful completion of Part I to be eligible for Part II of A+ Computer Management
	 • Offender must not be eligible for parole or serve out within 10 months of enrollment date.

Course Content	Part I: • First look at Computer Parts and Tools • Working Inside Desktop Computers and Laptops • All About Motherboards • Supporting Processors and Upgrading Memory • Supporting the Power System and Troubleshooting • Supporting Hard Drives and Other storage Devices • Survey of Windows Features and Support Tools

Fuel Ed: A+ Computer Management	
	• Installing Windows • Supporting I/O Devices • Maintaining Windows • Final Exam, Computer Management 1 Part II: • Optimizing Windows • Supporting Customers and Troubleshooting Windows • Troubleshooting Windows Startup • Connecting To and Setting Up a Network • Supporting Network Hardware • Supporting Mobile Operating Systems • Windows Resources on a Network • Security Strategies • Supporting Printers and Customizing a System • Virtualization, Linux and Mac OS X • Post-Assessment 1, Computer Management 2 • Post-Assessment 2, Computer Management 2
Applicable Policies	CPP 20.1
Institution Locations	Lee Adjustment Center (LAC)
Additional Information	Part I: Upon successful completion: • Students are automatically enrolled into Part II A+ Computer Management class, unless student declines enrollment. The offender will receive: • KDOC course transcript • Fuel Ed Credential Part II: Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • Fuel Ed Credential

Internet and Computing Core Certification (IC3), Microsoft Office	
Course Description	This course provides students the opportunity to gain industry recognized certifications in IC3 (Internet and Computing Core Global Standard 3) and Microsoft Office 2016 Word, Excel, PowerPoint, and Outlook. IC3 is an industry certification regarding basic computer literacy skills. The IC3 certification is composed of three areas, each a separate examination: Computing Fundamentals, Key Applications, and Living Online. Upon completion of the IC3, you will advance to Microsoft Office Word 2016, Microsoft Office Excel 2016, Microsoft Office PowerPoint 2016, and Microsoft Outlook 2016
Course Length	Minimum time-in-class requirement of six (6) hours per week for a minimum of six (6) months.
Educational Good Time (EGT)	**90** days

Admission Criteria	• GED® or a high school diploma
	• TABE 11/12 assessment minimum scores:
	    o Reading – 501
	    o Math – 496
	• The offender must not be eligible for meeting the Parole Board or serve out within 10 months of being accepted into the course.

Course Content	• IC3 Computing Fundamentals • IC3 Key Applications • IC3 Living Online • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Microsoft Outlook
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW) Luther Luckett Correctional Complex (LLCC) Roederer Correctional Complex (RCC)
Additional Information	All requirements of each certification must be successfully accomplished for course completion. The applicable certification exams must be successfully completed. NCRC assessment must be completed at the Silver Level prior to course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.

Internet and Computing Core Certification (IC3), Microsoft Office	
	The offender will receive: • KDOC course transcript • IC3 certificate of completion

Braille

Literary Certification	
Course Description	This course in literary braille transcribing teaches students to transcribe print materials into braille. Lessons include covering the braille alphabet, contractions, and rules for writing braille. Lessons describe the elements of the braille system, give examples, and provide practice drills.
Course Length	9 - 12 months
Educational Good Time (EGT)	EGT not awarded

Admission Criteria	• GED® or a high school diploma
	• 6 months of clear conduct
	• Application process through Kentucky Correctional Industries & the National Federation of the Blind
	• TABE 11/12 assessment minimum scores:
	    ○ Reading – 501
	    ○ Math – 496
	•

Course Content	The course curriculum is through the National Federation of the Blind. • 20 lessons: At the end of each lesson is an exercise with sentences or short passages testing comprehension and reviewing concepts and rules from earlier lessons. • Learning Perkins Braille Writer (6-key entry computer program) • Learn and use Perky Duck(6-key entry computer program) • Certification test consists of transcribing a 35 page manuscript with 80% accuracy Instruction manuals: • Instruction Manual for Braille Transcribing-UEB Edition, 2015 • The Rules of Unified English Braille Second Edition 2013 • Drills Reproduced in Braille-UEB Edition, 2015
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)

Literary Certification	
Additional Information	There is no good time credit awarded for this prerequisite. Course completion is a prerequisite for other transcribing and proofreading courses. • Upon successful completion, the student will receive a Library of Congress certificate in literary braille transcribing which qualifies the recipient to transcribe general literary materials. • The certificate is mailed to the student, who is responsible for submitting it to the Education Administrator for entry into KOMS.

Music	
Course Description	This course teaches students to transcribe print music materials into braille.
Course Length	9 - 12 months
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • Background in music (i.e. can read standard music notation, knowledge of music theory, familiarity with common musical terms); • Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months • Application process through the National Federation of the Blind
Course Content	The course curriculum is through the National Federation of the Blind. • Use of Perkins Braille Writer and Perky Duck • Certification test consists of submitting a transcription of a partial score chosen by the instructor with 80% accuracy Instruction manuals: • Music Braille Code, 2015 • Introduction to Braille Music Transcription
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	• Upon successful completion, the student will receive a Library of Congress certificate in music braille transcribing. • The Operations Manager will give the student transcript to the Education Administrator to be submitted to Central Office at

Music	
	DOCEdu.Registrar@ky.gov for a **90** day EGT award upon successful course completion.

Nemeth	
Course Description	This is a course in mathematics (Nemeth code) braille transcribing to teach students to transcribe print mathematics and science materials into braille.
Course Length	9 - 12 months
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months • Application process through the National Federation of the Blind
Course Content	The course curriculum is through the National Federation of the Blind. • Use of Perkins Braille Writer and Perky Duck • Certification test with 80% accuracy Instruction manuals: • Introduction to Braille Mathematics (and errata) • The Nemeth Code for Mathematics and Science Notation, 1972 Revision
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	• Upon successful completion, the student will receive a Library of Congress certificate in mathematics braille transcribing. • The Operations Manager will give the student transcript to the Education Administrator to be submitted to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award upon successful course completion.

Ancillary Courses

Emergency Medical Technician (EMT)	
Course Description	The Emergency Medical Technician (EMT) course prepares the EMT student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities

Emergency Medical Technician (EMT)	
	of EMTs, anatomy and physiology, medical emergencies, trauma, special considerations for working in the prehospital setting, and providing patient transportation.
Course Length	Per the Kentucky Board of Emergency Medical Services (KBEMS) this class is a min. 110 hours over the course of 6 months.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Must have a GED® or a high school diploma • Must be more than 18 months from serve-out or parole eligible (24-48 months preferred) • At least 1 year of clear conduct (includes category I and II) • Must be willing to work in all climates and physically able to perform manual labor (i.e. lift at least 50lbs, tolerable to allergies) • Cannot be serving on an Escape charge • Must have reduced custody, minimum or community • EMT application process
Course Content	Teaching-learning methods in this course may include, but are not limited to, assigned readings, presentations, discussion, critical thinking exercises, labs, and class activities. Evaluation procedures include quizzes, written examinations, and assignments. Supplemental information to assist in learning will be posted on Course Compass. At the completion of this course you should be able to: 1. Describe the roles of EMS in the health care system. 2. Demonstrate the professional attributes expected of EMTs. 3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others. 4. Perform the duties of an EMT with regard for medical-legal and ethical issues, including functioning under medical direction and within the scope of practice. 5. Apply principles of anatomy, physiology, pathophysiology, life span development, and therapeutic communications to the assessment and management of patients. 6. Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing, and circulation. 7. Assess and manage patients of all ages with a variety of complaints, medical conditions, and traumatic injuries. 8. Apply principles of emergency medical services operations, including considerations in ambulance and air medical transportation, multiple-casualty incidents, gaining access to and extricating patients, hazardous

Emergency Medical Technician (EMT)	
	materials incidents, and responding to situations involving weapons of mass destruction.
Applicable Policies	CPP 20.1
Institution Locations	Please note that while the EMT Program is at the Kentucky State Reformatory (KSR), participants are actually housed at Roederer Correctional Complex's (RCC) minimum unit and are RCC inmates.
Additional Information	• Successful completion of this course requires adherence to course policies, maintaining a course average of [70] % with a minimum score of [70] % on each in-class examination, a minimum score of [70] on the course final examination, and successfully demonstrating all required skills. • Upon completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. • Requires recertification every 2 years *(recertification does not earn EGT)*

In2Work	
Course Description	The In2Work course teaches the fundamentals of working in a food service environment, building skills and experience that can be leveraged to re-enter the workforce. The program includes formal vocational training in both the classroom and the kitchen, to include hands-on work experience. Kitchen basics is designed to build upon skills taught and an introduction to food safety concepts that are presented in the serve safe certification program.
Course Length	6 months
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • Offenders are required to work in the kitchen during enrollment. • Food service experience (preferred but not required) The program is available to inmates assigned to the food service area and those closest to their release date.
Course Content	Three phases: • Kitchen Basics – 9 modules & final exam • Food Service Management – 5 modules, final exam & marketing presentations

In2Work	
	• ServSafe® Managers Certificate – Certification exam (90 multiple choice questions). Certification is provided by the National Restaurant Association and award is good for 5 years. Progress checks and tests measure comprehension and help track the program successes.
Applicable Policies	CPP 20.1
Institution Locations	Available at all institutions
Additional Information	• Participants have the ability to earn a ServSafe® certification that is valid for 5 years. • Upon successful completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90 day EGT** award.

Safety Specialist	
Course Description	This course gives trainees the knowledge, skills, and abilities needed to protect worker's rights, identify, abate, avoid, and prevent job related hazards. Trainees will also develop the skills and abilities to be able to administer CPR, AED, and first aid. Additionally, trainees will understand the basics of identifying hazardous materials and the awareness-level actions they should take. Lastly, trainees will be able to operate safely, equipment such as powered industrial trucks.
Course Length	A minimum of 84 hours within a minimum of 6 months.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Must have a GED® or a high school diploma

Course Content	OSHA Construction 30-Hour card
	• Introduction to OSHA
	• OSHA Focus Four Hazards
	    • Falls
	    • Electrocution
	    • Struck-By
	    • Caught-In or Between
	• Personal Protective and Lifesaving Equipment
	• Health Hazards in Construction
	• At least 2 of the following electives

Safety Specialist	

	• Cranes, Derricks, Hoists, Elevators, and Conveyors
	• Excavations
	• Materials Handling, Storage, Use and Disposal
	• Scaffolds
	• Stairways and Ladders
	• Tools - Hand and Power
	OSHA General Industry 30-Hour card
	• Introduction to OSHA
	• Walking and Working Surfaces, including fall protection
	• Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection
	• Electrical
	• Personal Protective Equipment
	• Hazard Communication
	• At least 2 of the following electives:
	    • Hazardous Materials.
	    • Materials Handling.
	    • Machine Guarding.
	    • Introduction to Industrial Hygiene.
	    • Bloodborne Pathogens.
	    • Ergonomics.
	    • Safety and Health Program.
	    • Fall Protection.
	CPR/First Aid/AED or higher level (8 hours)
	Forklift Training and/or Other Powered Industrial Trucks and/or Large/Heavy Equipment (8 hours)
	Hazard Materials Awareness (8 hours)

Applicable Policies	CPP 20.1
Institution Locations	Blackburn Correctional Complex (BCC) Northpoint Training Center (NTC)
Additional Information	Upon successful completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award. The offender will receive: • KDOC course transcript • Safety Specialist Certificate • OSHA Construction 30-Hour card (Issued during course) • OSHA General Industry 30-Hour card (Issued during course)

	Second Chances Groom Elite
Course Description	Second Chances Groom Elite Certification program is based on Groom Elite 101, an internationally recognized Thoroughbred Racing Industry groom certification program. Successful completion will result in a Certificate of Completion that will qualify graduates for entry-level equine jobs. Successfully passing certification exams will result in certification at one of two levels (Entry Level, Basic Level) and qualify graduates for second level entry jobs, with early advancement possibilities. This six-month certification program is divided into two segments, Second Chances Basic Grooming 099 (SCBG099) that encompasses the first two months of participation and Second Chances Groom Elite 101 (SCGE101) that encompasses an additional four months.
Course Length	**SCBG099:** Minimum of 200 hours of equine facility work and classroom study. 60 hours of classroom and 140 hours of practical application working with horses including maintenance of stalls and stable facility and other equine farm related chores (repairing fence, landscape maintenance, hay storage, etc.) **SCGE101:** Minimum of 400 hours of equine facility work and classroom study. 150 hours of classroom and 250 hours of practical application working with horses including maintenance of stalls and stable facility and other equine farm related chores (repairing fence, landscape maintenance, hay storage, etc.) **Minimum of 600 hours total**
Educational Good Time (EGT)	**90** days
Admission Criteria	• Must have a GED® or a high school diploma • Not Eligible for parole or release within six months • No charges involving animal cruelty or animal abuse
Course Content	Module 1. Second Chances Basic Grooming 099, Fundamentals of Grooming • Introduction and Terminology • Working with Horses • Herd Leader Concept of Grooming • Shedrow and Backside (Barn area) • Grooming Procedures • Types of Bandages • Tack and Equipment • Feeding • Daily Activities of Racetrack Groom • Race Day Activities Module 2. Second Chances Groom Elite 101: Intermediate Grooming • Horse Behavior and Grooming Basics • Height, Weight & Body Condition Score

Second Chances Groom Elite	
	- Equine Health - Conformation, Leg Structure & Travel - Front Leg Anatomy - Hind Leg Anatomy - Daily Leg Examination - The Racehorse Foot - Wrapping and Bandaging - Equipment and Tacking - The Horse's Mouth - Horse Digestive System – Anatomy and Function - Hay for Horses - Horse Digestive System – Feeding Management Guidelines - Test Barn and Sample Collection - Pre-Race Soundness Exam, Holding Barn & Test Barn Procedures
Applicable Policies	CPP 20.1
Institution Locations	Blackburn Correctional Complex (BCC)
Additional Information	Upon successful completion of Module 2, participants will receive one of three certificates based upon the following completion criteria: *Certificate of Completion* – Completed all the required hours of horse work and knowledge exercises (classroom work as evidenced by quizzes and knowledge on a 100 point written final assessment). *Certified Entry Level Groom* – Completed all required hours plus demonstrated minimum knowledge (70% on 150 point final assessment) and minimum skill levels on practical exams (80% on Behavior, 75% on Health Check and Feeding, 60% on Bandaging and tacking). *Certified Basic Level Groom* – Completed all required hours plus demonstrated minimum knowledge (75% on 150-point written final) and minimum skill levels on practical exams (85% on Behavior, 80% on Health Check and Feeding, 70% on Bandaging and Tacking). Upon successful completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.

Wastewater Treatment Plant Operator – Class I	
Course Description	The Wastewater Treatment Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements,

Wastewater Treatment Plant Operator – Class I	
	submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA). There are multiple levels of waste water treatment operator certifications. In order to qualify to take a Kentucky Wastewater Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level outlined below.
Course Length	Course length is dependent on experience: One (1) year of acceptable operation of a waste-water treatment plant shall be required.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Waste Water Treatment Class I course. • The offender must have "reduced custody" classification.
Course Content	• The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP) Roederer Correctional Complex (RCC)
Additional Information	Upon completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.

Wastewater Treatment Plant Operator – Class II	
Course Description	The Wastewater Treatment Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA). There are multiple levels of waste water treatment operator certifications. In order to qualify to take a Kentucky Wastewater Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level outlined below.
Course Length	Course length is dependent on experience: Two (2) years of acceptable operation of a waste-water treatment plant shall be required.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Waste Water Treatment Class II course. • The offender must have "reduced custody" classification.
Course Content	• The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060

Wastewater Treatment Plant Operator – Class II	
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP) Roederer Correctional Complex (RCC)
Additional Information	Upon completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.

Wastewater Treatment Plant Operator – Class III	
Course Description	The Wastewater Treatment Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA). There are multiple levels of waste water treatment operator certifications. In order to qualify to take a Kentucky Wastewater Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level outlined below.
Course Length	Course length is dependent on experience: Three (3) years of acceptable operation of a wastewater treatment plant with one (1) year of that experience in a wastewater treatment plant with a design capacity greater than 50,000 gallons per day shall be required.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Waste Water Treatment Class III course. • The offender must have "reduced custody" classification.
Course Content	• The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)

Wastewater Treatment Plant Operator – Class III	
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP) Roederer Correctional Complex (RCC)
Additional Information	Upon completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.

Water Treatment Plant Operator – Class IA-D	
Course Description	The Water Treatment System Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the appropriate forms and fee, and by passing the certification examination. There are multiple levels within the water treatment system operator certifications. In order to qualify to take a Kentucky Water Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level.
Course Length	Course length is dependent on experience: One (1) year of experience operating a Class IA-D or higher public water system.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IA-D course. • The offender must have "reduced custody" classification.
Course Content	• The Surface Water Treatment Plant Operator • Water Sources • Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration

Water Treatment Plant Operator – Class IA-D

	• Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections • Final Certification Exam (minimum passing score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP)
Additional Information	Upon completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.

Note: An offender will receive one 90 day good time credit for the completion of Class IA-D or Class IB-D course completion. Class IB-D is not offered within adult institutions.

Water Treatment Plant Operator – Class IIA

Course Description	The Water Treatment System Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the appropriate forms and fee, and by passing the certification examination. There are multiple levels within the water treatment system operator certifications. In order to qualify to take a Kentucky Water Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level.
Course Length	Course length is dependent on experience: Two (2) years of experience operating a public water treatment plant, with six (6) months of that experience in a Class IIA, IIIA or IVA treatment plant.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IIA course.

Water Treatment Plant Operator – Class IIA

	• The offender must have "reduced custody" classification.
Course Content	• The Surface Water Treatment Plant Operator • Water Sources • Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration • Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections • Final Certification Exam (minimum passing score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP)
Additional Information	Upon completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.

Water Treatment Plant Operator – Class IIIA

Course Description	The Water Treatment System Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the appropriate forms and fee, and by passing the certification examination. There are multiple levels within the water treatment system operator certifications. In order to qualify to take a Kentucky Water Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level.
Course Length	Course length is dependent on experience: Three (3) years of experience operating a public water treatment plant, with one (1) year of that experience in a Class IIA, IIIA, or IVA water treatment plant.

Water Treatment Plant Operator – Class IIIA	
Educational Good Time (EGT)	**90** days
Admission Criteria	- Inmates with a GED® or a high school diploma are eligible to participate. - The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IIIA course. - The offender must have "reduced custody" classification.
Course Content	- The Surface Water Treatment Plant Operator - Water Sources - Water Characteristics and Chemistry - Coagulation - Flocculation - Sedimentation - Alternative Treatment Processes - Filtration - Disinfection - Bacteriological Monitoring - Iron and Manganese - Taste and Odor Control - Fluoridation - Stabilization - Cross Connections - Final Certification Exam (minimum passing score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP)
Additional Information	Upon completion, Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90** day EGT award.