

## Division of Education

### Adult Education

Level 1 - Literacy	
Course Description	This course is designed to help develop foundational knowledge and skills in reading, math, and written expression, and to prepare to earn a General Education Diploma (GED).
Course Length	Depending on student needs, students participate in this class for a varied length of time. Classes are scheduled Monday through Friday.
Educational Good Time (EGT)	Individual levels are not eligible for good time credit.
Admission Criteria	<ul style="list-style-type: none"> <li>• All inmates without a GED® or a high school diploma are eligible to participate.</li> <li>• Participants with a TABE 11/12 score of 441 or below in Reading or a score of 448 or below in Math would be assigned to this class.</li> </ul>
Course Content	Course content focuses on developing foundational knowledge and skills in reading, math, and written expression, and to prepare inmates to get a GED® diploma. Instructional materials may include Laubach, Steck-Vaughn, Paxen, PACE, and Kentucky Educational Television (KET), as well as audio-visual materials and computer courses.
Applicable Policies	CPP 20.1
Institution Locations	All Skills U Education Centers offer Level 1 classes
Additional Information	N/A

Level 2 – Adult Basic Education (ABE)	
Course Description	This course is designed to develop knowledge and skills in reading, math, and written expression, and to prepare to earn a General Education Diploma (GED).
Course Length	Depending on student needs, students participate in class for a varied length of time. Classes are scheduled Monday through Friday.
Educational Good Time (EGT)	Individual levels are not eligible for good time credit.
Admission Criteria	<ul style="list-style-type: none"> <li>• All inmates without a GED® or a high school diploma are eligible to participate.</li> <li>• Participants with a TABE 11/12 score between 442 and 500 in Reading or a score between 449 and 495 in Math would be assigned to this class.</li> </ul>
Course Content	Course content provides a continuation of Level I. Greater stress is on middle and upper levels of study. Other methodologies may include (but are not limited to) computer-assisted instruction in reading, mathematics, and language.

Level 2 – Adult Basic Education (ABE)	
Applicable Policies	CPP 20.1
Institution Locations	All Skills U Education Centers offer Level 2 classes
Additional Information	N/A

Level 3 – General Education Diploma (GED)	
Course Description	This course is designed to develop higher knowledge and skills in reading, math, and written expression, and to prepare to earn a General Education Diploma (GED).
Course Length	Depending on student needs, students participate in class for a varied length of time. Classes are scheduled Monday through Friday.
Educational Good Time (EGT)	Individual levels are not eligible for good time credit.
Admission Criteria	<ul style="list-style-type: none"> <li>All inmates without a GED® or a high school diploma are eligible to participate.</li> <li>Participants with a TABE 11/12 score of 501 or higher in Reading or a score of 496 or higher in Math would be assigned to this class.</li> </ul>
Course Content	Course content provides a continuation of Level 2. Study materials from Contemporary, McGraw-Hill, Cambridge, Steck-Vaughn, Paxen, and other educational publishers may be provided. Computer courses provide extra drills for those offenders who require them, and videotapes by KET may be available for additional reinforcement.
Applicable Policies	CPP 20.1
Institution Locations	All Skills U Education Centers offer Level 3 classes
Additional Information	N/A

**Upon successful completion of a GED®,**

- The offender will receive their diploma in the mail from Kentucky Adult Education (KYAE) Skills U.
- Upon successful completion of all GED® exam requirements, the student must give the official transcript to their Probation & Parole Officer or Center Director to be submitted to Central Office at [DOCEdu.Registrar@ky.gov](mailto:DOCEdu.Registrar@ky.gov) for a 90 day EGT award.

## Correspondence Courses

High School Diploma/High School Equivalency Diploma	
Course Description	Courses designed to achieve a high school diploma or high school equivalency diploma
Course Length	Depending on the educational institution and the students participate in correspondence classes for a varied length of time
Educational	90 days awarded for a Diploma

High School Diploma/High School Equivalency Diploma	
Good Time (EGT)	
Admission Criteria	<ul style="list-style-type: none"> <li>All are eligible to apply</li> </ul>
Course Content	Course content will vary depending on the course subject
Applicable Policies	CPP 20.1 CPP 16.2 KRS 197.045
Institution Locations	Correspondence course opportunities are available to offenders housed at all institutions.
Additional Information	The offender is financially responsible for paying for all correspondence coursework. Upon successful completion of a diploma, the offender must give the official transcript to the Education Administrator to be submitted to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a one-time <b>90</b> day EGT award.

*Note: EGT is credited for a diploma, an associates degree, bachelor's degree, master's degree, or doctoral degree conferred by an accredited<sup>1</sup> institution as required by KRS 197.045(1)(a)(2)*

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<sup>1</sup> Accredited institution meaning: an institution 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)

## Post-Secondary Education

Post-Secondary Classes	
Course Description	College/university level classes are designed to develop higher knowledge and skills in a variety of areas and subjects to prepare to earn a diploma or degree.
Course Length	Depending on the college/university, field of study and emphasis areas, students participate in postsecondary classes for a varied length of time.
Educational Good Time (EGT)	90 days awarded for: <ul style="list-style-type: none"> <li>• Associate's degree</li> <li>• Bachelor's degree</li> <li>• Master's degree</li> <li>• Doctoral degree</li> </ul>
Admission Criteria	All inmates with a GED® or a high school diploma are eligible to apply.
Course Content	Course content will vary depending on the field of study.
Applicable Policies	CPP 20.1
Institution Locations	N/A ( <i>Student choice of accredited college/university</i> )
Additional Information	<p>The student is responsible for paying all tuition and fees that are not covered by financial aid.</p> <p>Upon successful completion of a postsecondary degree, the student must give the official transcript to their Probation &amp; Parole Officer or Center Director to be submitted to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for an EGT award of 90 days.</p>

*Note: EGT will not be credited for a single class, but will 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)*

# Career and Technical Education

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

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-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	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE 11/12 assessment minimum scores:               <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math – 496</li> </ul> </li> <li>• NCRC - Required for course completion (may be concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within ten months of enrollment date</li> </ul>
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 <ul style="list-style-type: none"> <li>• OSHA Construction 10-Hour card</li> <li>• OSHA General Industry 10-Hour card</li> <li>• NCRC (may be concurrent enrollment)</li> <li>• NCCER Your Role in the Green Environment</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Bluegrass Career & Development Center

## CT Fundamentals

### 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.
- 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 Executive Director submits the student transcript to Central Office at [DOCEdu.Registrar@ky.gov](mailto: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)

Class A Commercial Drivers Permit	
Course Description	This program is designed to prepare its students to operate a combination tractor-trailer for entry level positions within the trucking industry. The course will prepare individuals to successfully demonstrate the ability to operate a Class A Tractor-Trailer during basic control skills tests. The program will give the student a complete understanding of Rules and Regulations of the Department of Transportation and other federal and state regulatory agencies
Course Length	6 months
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math – 496</li> </ul> </li> <li>• Successful completion of Materials Management course</li> <li>• NCRC Completion (may be concurrent)</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Basic Responsibilities of Operating Semi's</li> <li>• Safe Operating Practices</li> <li>• Advance Operating Practices</li> <li>• Vehicle Maintenance</li> <li>• Non-Vehicle Activities</li> <li>• Advance Operating Practices</li> <li>• U.S. Department of Transportation Physical</li> <li>• U.S. Department of Transportation Permit Test</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Bluegrass Career Development Center, Richmond, Kentucky
Additional Information	<p>Upon successful completion of all course requirements, the Executive Director submits the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Commercial Drivers Permit</li> </ul>

Culinary Arts	
Course Description	The Culinary Arts program is recognized by the American Culinary Federation Education Foundation. Trainees work through the curriculum for achieving the ServSafe® Food Protection Manager Certification accredited by the American National Standards Institute. Trainees learn cooking skills, restaurant management and institutional programming to earn the 5-year culinary management certification.
Course Length	6 months
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math – 496</li> </ul> </li> <li>• NCRC Completion (may be concurrent enrollment)</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Dishwasher and Sanitizer</li> <li>• Madison County Food Handler</li> <li>• Cleaning Crew, Bling Team</li> <li>• Prep Cook / Server</li> <li>• Head Cook</li> <li>• Cooking I- Skills Development</li> <li>• Cooking II- Stock Sauces, Soup</li> <li>• ServSafe® 5 Year Certification On-The- Job Training</li> </ul>
Applicable Policies	CPP. 20.1
Institution Locations	Bluegrass Career Development Center, Richmond, Kentucky
Additional Information	<p>Upon successful completion of all course requirements, the Executive Director submits the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• ServSafe® credential</li> </ul>



Materials Management	
Course Description	This course will provide guidance and instruction to recycling managers, supervisors and coordinators in the area of waste reduction through recycling. The course is designed to introduce the tools and principles of Lean Manufacturing focusing on team development, working together as a team, how to improve processes, and to eliminate waste and keep it from coming back. Participants will earn certifications in OSHA 10 General Industry, Lift Trucks Safety, Bobcat Skid-Steer Loading, Shipping/Receiving and Inventory Control. All instruction is conducted in an ongoing, working manufacturing environment
Course Length	6 Months
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math – 496</li> </ul> </li> <li>• NCRC Completion (may be concurrent enrollment)</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Leed Product Development</li> <li>• Leed Manufacturing Logistics</li> <li>• Safety in the Workplace</li> <li>• Waste Auditing</li> <li>• Single-Stream Plus Glass</li> <li>• Recyclable Material Management</li> <li>• Operational and Safety of Lift Trucks</li> <li>• Lift Truck Safety Operator Training</li> <li>• Bobcat Skid Steer Loader Operator Training</li> <li>• OSHA 10 Hour Card - General Industry</li> </ul>
Applicable Policies	CPP. 20.1
Institution Locations	Bluegrass Career Development Center, Richmond, Kentucky
Additional Information	<p>Upon successful completion of all course requirements, the Executive Director submits the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Materials Management credential</li> </ul>