

Department of Corrections

# Division of Education Course Catalog

Adult Institutions

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# Introduction

The Kentucky Department of Corrections (KDOC), Division of Education provides education and technical training opportunities for justice involved individuals.

The Division of Education seeks to provide the best possible learning experience and opportunities to support achievement in obtaining a high school equivalency credential (GED®) or furthering education to earn a degree.

Career and technical education programs in adult institutions are designed to teach students work ready employment skills to meet job and industry demands. The overarching goal is to teach marketable skills that can be used to find and retain employment for successful reentry.

## Catalog Purpose

The purpose of the Education Catalog is to provide information regarding approved educational courses offered to the offender population in accordance with CPP 20.1 Educational Courses and Educational Good Time.

*Disclaimer: The Division of Education provides this catalog as a means of describing educational courses provided throughout the state to the offender population. Courses offered at each location are subject to change.*

# Academics

The Division of Education provides individualized and group instruction to residents so that they may acquire or improve basic general education skills and pass the GED® examination. Everyone is a learner with potential. It is the duty and challenge of each instructor to determine the learner's needs and to motivate the individual to achieve their full potential. Each facility's Education Center assists every offender to define and then realize their goals through excellence in academic subjects while simultaneously enhancing the offender's value system, attitudes, and their consequent success.

It is the purpose of the Division of Education and its individual schools to identify and place offenders in their appropriate skill level, then guide them to the upper limits of their capabilities. Modules or components of the Individual Learning Plan (ILP) are variously graded upon completion by percentage correct, satisfactory, and unsatisfactory. Progress is also measured on such standardized instruments as the Test for Adult Basic Education (TABE) 11/12, which is administered upon entry and after 40 hours of instruction. The GED Ready® test is given on a pre-arranged schedule to those offenders reaching the minimum TABE score requirements and deemed ready by the instructor.

## Adult Education

GED®	
Course Description	This course is designed to help develop foundational to higher level knowledge and skills in reading, math, science, social studies, and written expression. The course will prepare students to earn a high school equivalency credential.
Course Length	Depending on student needs, students participate in this class for a varied length of time.
Educational Good Time (EGT)	90 days upon successful completion of all GED® exam requirements
Admission Criteria	<ul style="list-style-type: none"><li>All inmates without a GED® or a high school diploma are eligible to participate.</li></ul>
Course Content	The TABE 11/12 assessments and GED® exams all align to the College and Career Readiness standards. Through pre-assessments and progress monitoring, course content is structured on an individual basis through the development of Individualized Learning Plans (ILP). This will range from foundational skills in each subject area to higher level thinking skills.
Applicable Policies	CPP 20.1
Institution Locations	All institutions offer GED® classes
Additional Information	Upon successful completion of a GED®,

GED®	
	<ul style="list-style-type: none"> <li>The offender will receive their diploma or transcript in the mail from Kentucky Adult Education (KYAE).</li> <li>Upon successful completion of all GED® exam requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</li> </ul>

Correspondence Courses: High School Diploma/High School Equivalency Diploma	
Course Description	Courses designed to achieve a high school diploma or high school equivalency diploma from an accredited institution as defined by CPP 20.1
Course Length	Depending on the educational institution, students participate in correspondence classes for a varied length of time
Educational Good Time (EGT)	90 days awarded for a Diploma
Admission Criteria	<ul style="list-style-type: none"> <li>Anyone without a secondary diploma is eligible to apply</li> <li>Complete and submit the correspondence course enrollment request form to the education administrator</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. <i>(Student choice of accredited educational institution)</i>
Additional Information	<p>The offender is financially responsible for paying for all correspondence coursework.</p> <p>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.</p>

*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)*

## Post-Secondary Education

Onsite or Distance Learning 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.

<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)

Onsite or Distance Learning Classes	
	Courses may be available through on-site instruction or distance learning instruction via tablets.
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)	<b>90</b> days awarded for: <ul style="list-style-type: none"> <li>• Diploma</li> <li>• Associate's degree</li> <li>• Bachelor's degree</li> <li>• Master's degree</li> <li>• Doctoral degree</li> </ul>
Application Criteria	<ul style="list-style-type: none"> <li>• All inmates with a GED® or a high school diploma are eligible to apply</li> <li>• Minimum of 12 months or more to PE/SOT</li> <li>• Must be housed in General Population and have access to DOC issued tablet</li> </ul>
Admission Criteria	Established by each educational institution providing services
Course Content	Course content will vary depending on the field of study.
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	EKCC, KCIW, LLCC, NTC
Additional Information	<p>Participation is contingent on student's ability to access the method of course delivery. If a student is unable to access the method of course delivery and unable to attend in-person classes for the number of days according to college policies, they may be un-enrolled.</p> <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 or 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 <b>90</b> day EGT award.</p>

*Note: EGT is credited for a diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree conferred by an accredited institution of higher education as required by KRS 197.045(1)(a)(2)*

Correspondence Classes	
Course Description	College/university level classes are designed to develop higher knowledge and skills in a variety of areas and subjects. Correspondence classes allow an offender to work through a course at their own pace.

Correspondence Classes	
Course Length	Depending on the college/university and emphasis areas, students participate in correspondence classes for a varied length of time.
Educational Good Time (EGT)	<b>90</b> days awarded for: <ul style="list-style-type: none"> <li>• Diploma</li> <li>• Associate's degree</li> <li>• Bachelor's degree</li> <li>• Master's degree</li> <li>• Doctoral degree</li> </ul>
Admission Criteria	<ul style="list-style-type: none"> <li>• All inmates with a GED® or a high school diploma are eligible to participate upon acceptance by the college/university.</li> <li>• Complete and submit the <i>Correspondence Course Enrollment Request Form</i> to the Education Administrator.</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	<p>The offender is financially responsible for paying for all correspondence coursework.</p> <p>Upon successful completion of a degree, 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.</p>

*Note: EGT is credited for a diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree conferred by an accredited institution of higher education as required by KRS 197.045(1)(a)(2)*



# Career and Technical Education

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

## Work Ready Preparation

National Career Readiness Certificate (NCRC)	
Course Description	The NCRC is an assessment 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	Open access
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	<ul style="list-style-type: none"> <li>A student must attain a Silver, Gold, or Platinum assessment result to verify skill attainment.</li> </ul>

WIN Learning (WIN)	
Course Description	WIN Learning is self-paced courseware that prepares all learners/job seekers with soft skills and work ready skills for entry into college, trade schools or the workplace.
Course Length	Individual progress determines length required for completion

WIN Learning (WIN)	
Educational Good Time (EGT)	EGT not awarded
Admission Criteria	Open access
Course Content	<p>Work Ready Courseware:</p> <ul style="list-style-type: none"> <li>• Work Ready Math</li> <li>• Work Ready Reading</li> <li>• Work Ready Data</li> </ul> <p>Soft Skills Courseware:</p> <ul style="list-style-type: none"> <li>• Communicating Effectively</li> <li>• Conveying Professionalism</li> <li>• Promoting Teamwork and Collaboration</li> <li>• Thinking Critically and Solving Problems</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	<p>Bell County Forestry Camp (BCFC)</p> <p>Blackburn Correctional Complex (BCC)</p> <p>Eastern KY Correctional Complex (EKCC)</p> <p>Green River Correctional Complex (GRCC)</p> <p>KY Correctional Institution for Women (KCIW)</p> <p>KY State Penitentiary (KSP)</p> <p>Lee Adjustment Center (LAC)</p> <p>Little Sandy Correctional Complex (LSCC)</p> <p>Luther Luckett Correctional Complex (LLCC)</p> <p>Northpoint Training Center (NTC)</p> <p>Roederer Correctional Complex (RCC)</p> <p>Southeast State Correctional Complex (SSCC)</p> <p>Western KY Correctional Complex (WKCC)</p>
Additional Information	<ul style="list-style-type: none"> <li>• A student must attain an achievement level 3, level 4, or level 5 to verify skill attainment.</li> </ul>

## 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)*.

CT Fundamentals	
Course Description	<p>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</p>

CT Fundamentals	
	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)	<b>90 days</b>
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>• An NCRC or WIN credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within ten months of enrollment date</li> </ul>
Course Content	<p>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</p> <ul style="list-style-type: none"> <li>• OSHA Construction 10-Hour card</li> <li>• OSHA General Industry 10-Hour card</li> <li>• Work Readiness assessment (if not already completed)</li> <li>• NCCER Your Role in the Green Environment</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	<p>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)</p>
Additional Information	<ul style="list-style-type: none"> <li>• All module exams must be passed by a minimum score of 70%</li> <li>• All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</li> </ul>

CT Fundamentals	
	<ul style="list-style-type: none"> <li>• Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</li> </ul> <p>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.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER transcript</li> <li>• NCCER wallet card (card issued during course)</li> <li>• OSHA Construction 10-Hour card (Issued during course)</li> <li>• OSHA General Industry 10-Hour card (Issued during course)</li> </ul>

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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• 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 Systems; Wall Systems; Ceiling Joist and Roof framing; Basic Stair Layout; Introduction to Building Envelope Systems</li> <li>• 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</li> </ul>

Carpentry	
	<p>Door Hardware, Suspended Ceilings, Window, Door, Floor, and Ceiling Trim, and Cabinet Installation.</p> <ul style="list-style-type: none"> <li>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</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	<p>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)</p>
Additional Information	<ul style="list-style-type: none"> <li>All module exams must be passed by a minimum score of 70%</li> <li>All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards.</li> </ul> <p>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.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>KDOC course transcript</li> <li>NCCER course transcript</li> </ul>

Electrical	
Course Description	Introduction to Electricity and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	<b>90</b> days

Electrical	
Admission Criteria	<ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	<p>KY Correctional Institution for Women (KCIW)</p> <p>Northpoint Training Center (NTC)</p> <p>Western KY Correctional Complex (WKCC)</p>
Additional Information	<ul style="list-style-type: none"> <li>• All module exams must be passed by a minimum score of 70%</li> <li>• All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</li> </ul> <p>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.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p>

Electrical	
	<ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER course transcript</li> </ul>

  

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	<ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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.</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Eastern KY Correctional Complex (EKCC)
Additional Information	<ul style="list-style-type: none"> <li>• All module exams must be passed by a minimum score of 70%</li> <li>• All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</li> </ul>

## Heating, Ventilation and Air Conditioning (HVAC)

	<p>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.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER course transcript</li> </ul>
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## 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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Level I - Key content includes: Introduction to Masonry, Masonry Tools and Equipment, Measurements, drawings, and Specifications, Mortar and Masonry units and Installation Techniques.</li> <li>• Level II - Key content includes: Residential Plans and Drawing Interpretation, Residential Masonry, Reinforced Masonry, Grout and Other Reinforcement, Masonry Openings and Metal Work, Advanced Laying Techniques, Effect of Climate on Masonry, and Construction Inspection and Quality Control</li> <li>• 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</li> </ul>



Masonry	
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	<ul style="list-style-type: none"> <li>• All module exams must be passed by a minimum score of 70%</li> <li>• All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</li> </ul> <p>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.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER course transcript</li> </ul>

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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• 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</li> </ul>

Welding	
	<p>Metal Arc Electrodes, SMAW – Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW – Groove Welds and Backing, and SMAW – Open V-Groove Welds.</p> <ul style="list-style-type: none"> <li>Level II - Key content includes Welding Symbols, Reading Welding Detail Drawings, Physical Characteristics and Mechanical Properties of Metals, Preheating and Postheating of Metals, GMAW &amp; FCAW - Equipment and Filler Metals, GMAW &amp; FCAW – Plate, GTAW - Equipment and Filler Metal, and GTAW – Plate</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Luther Luckett Correctional Complex (LLCC) Northpoint Training Center (NTC)
Additional Information	<ul style="list-style-type: none"> <li>All module exams must be passed by a minimum score of 70%</li> <li>All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>KDOC course transcript</li> <li>NCCER course transcript</li> </ul>

## 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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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> </ul>

Automotive Technology	
	<ul style="list-style-type: none"> <li>Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>Engine Repair</li> <li>Automatic Transmissions and Transaxle</li> <li>Manual Drive Train and Axles</li> <li>Suspension and Steering</li> <li>Brakes</li> <li>Electrical and Electronic Systems</li> <li>Heating and Air Conditioning</li> <li>Engine Performance</li> <li>Customer Relations and Shop Procedures</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Luther Lockett Correctional Complex (LLCC)
Additional Information	<ul style="list-style-type: none"> <li>All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>KDOC course transcript</li> <li>NOCTI Competency credential</li> </ul>

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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul>

Collision Repair	
Course Content	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Business Fundamentals</li> <li>• Metal Inert Gas/Gas Metal Arc Welding, and Squeeze-Type Resistance Spot Welding</li> <li>• Structural Repairs</li> <li>• Non-Structural Repairs</li> <li>• Mechanical and Electrical Systems</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	KY State Penitentiary (KSP) Luther Lockett Correctional Complex (LLCC)
Additional Information	<ul style="list-style-type: none"> <li>• All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NOCTI Competency credential</li> </ul>

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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>• Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• General Knowledge</li> <li>• Pest and Disease Management</li> <li>• Fundamentals of Irrigation</li> <li>• Basic Nursery/Greenhouse Skills</li> </ul>

Horticulture	
	<ul style="list-style-type: none"> <li>• Horticulture Business and Retailing</li> <li>• Landscape Design</li> <li>• Landscape Installation and Construction</li> <li>• Landscape and Turf Maintenance</li> <li>• Arboriculture</li> </ul>
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	<ul style="list-style-type: none"> <li>• All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NOCTI Competency credential</li> </ul>

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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <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>• Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Safety</li> <li>• General Shop Practices</li> </ul>

Small Engine Repair	
	<ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Lubrication Systems</li> <li>• Fuel Systems Fundamentals</li> <li>• Governor</li> <li>• Ignition</li> <li>• Starters &amp; Charging Systems Cylinder Head &amp; Valve, Service &amp; Maintenance Engine Assembly</li> <li>• Troubleshooting</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Eastern KY Correctional Complex (EKCC) Little Sandy Correctional Complex (LSCC)
Additional Information	<ul style="list-style-type: none"> <li>• All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NOCTI Competency credential</li> </ul>

## 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.

Computer Literacy	
Course Description	The Computer Literacy course runs in a cohort model. This is an introductory course to allow students to become familiar with the basic principles of a personal computer, including the internal hardware, operating system, and software applications. Students will gain practice in using key applications such as word processing, spreadsheet, and presentation software, as well as understand social and ethical issues around the internet, information, and security.
Course Length	6 months
Educational Good Time (EGT)	<b>90</b> days

Computer Literacy	
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>• Offender must not be eligible for parole or serve out within 10 months of enrollment date.</li> </ul>
Course Content	<p>The course is made up of 7 units.</p> <ul style="list-style-type: none"> <li>• Unit 1 – Overview of Computers</li> <li>• Unit 2 – The Internet</li> <li>• Unit 3 – Document Processing</li> <li>• Unit 4 – Spreadsheets</li> <li>• Unit 5 – Presentations</li> <li>• Unit 6 – Introduction to Web Design</li> <li>• Unit 7 – Critical Thinking Project</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Luther Lockett Correctional Complex (LLCC) KY Correctional Institution for Women (KCIW)
Additional Information	<p>Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Computer Literacy Credential</li> </ul>

Fuel Ed: Computer Literacy	
Course Description	In this introductory course, students become familiar with the basic principles of a personal computer, including the internal hardware, operating system, and software applications. Students gain practice in using key applications such as word processing, spreadsheet, and presentation software, as well as understand social and ethical issues around the Internet, information, and security.
Course Length	18 Weeks
Educational Good Time (EGT)	<b>90</b> days

Fuel Ed: Computer Literacy	
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>• Offender must not be eligible for parole or serve out within 10 months of enrollment date.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Overview of Computers (hardware, software, language of computers)</li> <li>• The Internet (web searches, email, social media, privacy)</li> <li>• Document Processing (Microsoft Word)</li> <li>• Spreadsheets (Microsoft Excel)</li> <li>• Presentations (Microsoft PowerPoint)</li> <li>• Introduction to Web Design (HTML, web design basics)</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Lee Adjustment Center (LAC)
Additional Information	<p>Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Fuel Ed Credential</li> </ul>

Fuel Ed: A+ Computer Management	
Course Description	This advanced course equips students with the knowledge and skills necessary to enter the world of Information Technology (IT). Students will be taken from just-a-user level to the I-can-fix-this level by learning about hardware, installing, and supporting operating systems, software troubleshooting, networking, security, cloud computing, and an emphasis on mobile devices. Students will also gain an understanding of the best practices for safety, customer service, and professionalism in the IT field.
Course Length	23 Weeks
Educational Good Time (EGT)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE 11/12 assessment minimum scores:</li> </ul>



Fuel Ed: A+ Computer Management	
	<ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> <li>• Successful completion of <i>Fuel Ed Computer Literacy</i></li> <li>• Offender must not be eligible for parole or serve out within 10 months of enrollment date.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Taking apart and reassembling a computer</li> <li>• All about motherboards</li> <li>• Processors and upgrading memory</li> <li>• Power supplies and troubleshooting computer problems</li> <li>• Hard drives and storage devices</li> <li>• Supporting I/O devices</li> <li>• Networking fundamentals</li> <li>• Network infrastructure and cloud computing</li> <li>• Supporting mobile devices</li> <li>• Supporting printers</li> <li>• Installing and maintaining Windows</li> <li>• Supporting macOS</li> <li>• Network security</li> <li>• Linux and scripting</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Lee Adjustment Center (LAC)
Additional Information	<p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Fuel Ed Credential</li> </ul>

## 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

Literary Certification	
Educational Good Time (EGT)	EGT not awarded
Admission Criteria	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• 6 months of clear conduct</li> <li>• Application process through Kentucky Correctional Industries (KCI) for employment</li> </ul>
Course Content	<p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Learning Perkins Braille Writer (6-key entry on braille typewriter)</li> <li>• Learn and use Perky Duck (6-key entry computer program)</li> <li>• At Lesson 19, Part 2: Application process through the National Federation of the Blind</li> <li>• Certification test consists of transcribing a 35-page manuscript with 80% accuracy</li> </ul> <p>Instruction manuals:</p> <ul style="list-style-type: none"> <li>• Instruction Manual for Braille Transcribing-UEB Edition, 2015</li> <li>• The Rules of Unified English Braille Second Edition 2013</li> <li>• Drills Reproduced in Braille-UEB Edition, 2015</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	<p>There is no good time credit awarded for this prerequisite.</p> <p>Course completion is a prerequisite for other transcribing and proofreading courses.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The certificate is mailed to the student, who is responsible for submitting it to the Education Administrator for entry into KOMS.</li> </ul>

Music	
Course Description	This course teaches students to transcribe print music materials into braille.
Course Length	9 - 12 months

Music	
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• Employed by KCI</li> <li>• Background in music (i.e., can read standard music notation, knowledge of music theory, familiarity with common musical terms);</li> <li>• Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months</li> <li>• Application process through the National Federation of the Blind</li> </ul>
Course Content	<p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> <li>• Use of Duxbury Program</li> <li>• Certification test consists of submitting a transcription of a partial score chosen by the instructor with 80% accuracy</li> </ul> <p>Instruction manuals:</p> <ul style="list-style-type: none"> <li>• Music Braille Code, 2015</li> <li>• Introduction to Braille Music Transcription</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	<ul style="list-style-type: none"> <li>• Upon successful completion, the student will receive a Library of Congress certificate in music braille transcribing.</li> <li>• The Operations Manager will give the student 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 90 day EGT award upon successful course completion.</li> </ul>

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	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• Employed by KCI</li> <li>• Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months</li> <li>• Application process through the National Federation of the Blind</li> </ul>

Nemeth	
Course Content	<p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> <li>• Use of Duxbury Program</li> <li>• Certification test with 80% accuracy</li> </ul> <p>Instruction manuals:</p> <ul style="list-style-type: none"> <li>• Introduction to Braille Mathematics (and errata)</li> <li>• The Nemeth Code for Mathematics and Science Notation, 1972 Revision</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	<ul style="list-style-type: none"> <li>• Upon completion of all lessons, the student has 6 months to complete the certification test. If the first attempt is failed, the student has an additional 6 months to re-take the exam.</li> <li>• Upon successful completion, the student will receive a Library of Congress certificate in mathematics braille transcribing.</li> <li>• The Operations Manager will give the student 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 <b>90</b> day EGT award upon successful course completion.</li> </ul>

## 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 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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• Must have a GED® or a high school diploma</li> <li>• Must be more than 18 months from serve-out or parole eligible (24-48 months preferred)</li> <li>• At least 1 year of clear conduct (includes category I and II)</li> </ul>

Emergency Medical Technician (EMT)	
	<ul style="list-style-type: none"> <li>• Must be willing to work in all climates and physically able to perform manual labor (i.e., lift at least 50lbs, tolerable to allergies)</li> <li>• Cannot be serving on an Escape charge</li> <li>• Must have reduced custody, minimum or community</li> <li>• EMT application process</li> </ul>
Course Content	<p>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.</p> <p>Supplemental information to assist in learning will be posted on Course Compass.</p> <p>At the completion of this course, you should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe the roles of EMS in the health care system.</li> <li>2. Demonstrate the professional attributes expected of EMTs.</li> <li>3. Perform the roles and responsibilities of an EMT with regard to personal safety and wellness, as well as the safety of others.</li> <li>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.</li> <li>5. Apply principles of anatomy, physiology, pathophysiology, life span development, and therapeutic communications to the assessment and management of patients.</li> <li>6. Identify the need for and perform immediately lifesaving interventions to manage a patient's airway, breathing, and circulation.</li> <li>7. Assess and manage patients of all ages with a variety of complaints, medical conditions, and traumatic injuries.</li> <li>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 materials incidents, and responding to situations involving weapons of mass destruction.</li> </ol>
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	<ul style="list-style-type: none"> <li>• Successful completion of this course requires adherence to: <ul style="list-style-type: none"> <li>- course policies,</li> <li>- maintaining a course average of 70% with a minimum score of 70% on each in-class examination,</li> <li>- a minimum score of 70% on the National Registry of Emergency Medical Technicians (NREMT), and</li> </ul> </li> </ul>

## Emergency Medical Technician (EMT)

	<ul style="list-style-type: none"> <li>- successfully demonstrating all required skills in accordance with NREMT Emergency Medical Technician Psychomotor (Skills) Exam standards</li> <li>• Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</li> <li>• Requires recertification every 2 years (<i>recertification does not earn EGT</i>)</li> </ul>
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## In2Work

Course Description	<p>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.</p> <p>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.</p>
Course Length	6 months
Educational Good Time (EGT)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• Offenders are required to work in the kitchen during enrollment.</li> <li>• Food service experience (preferred but not required)</li> </ul> <p>The program is available to inmates assigned to the food service area and those closest to their release date.</p>
Course Content	<p>Three phases:</p> <ul style="list-style-type: none"> <li>• Kitchen Basics – 7 modules &amp; final exam: Hygiene &amp; Health, Cleaning &amp; Sanitation, Receiving &amp; Storing Food, Temperature for Food Safety, Safety in the Workplace, Recipes &amp; Preparing for Production, Success in Food Service</li> <li>• Food Service Management – 4 modules, final exam &amp; marketing presentations: Operations Management, Managing Employees &amp; Guests, Managing Finances, ServSafe Test Prep</li> <li>• ServSafe® Managers Certificate – Certification exam (90 multiple choice questions). Certification is provided by the National Restaurant Association and award is good for 5 years.</li> </ul> <p>Progress checks and tests measure comprehension and help track the program successes.</p>

In2Work	
Applicable Policies	CPP 20.1
Institution Locations	Available at all institutions
Additional Information	<ul style="list-style-type: none"> <li>• Participants have the ability to earn a ServSafe® certification that is valid for 5 years.</li> <li>• Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</li> <li>• ServSafe® recertification every 5 years (<i>recertification does not earn EGT</i>)</li> <li>• Successful course completion requires a minimum passing score of 70% on the ServSafe® certification exam, in accordance with ServSafe® standards.</li> </ul>

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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• Must have a GED® or a high school diploma</li> </ul>
Course Content	<p>OSHA Construction 30-Hour card</p> <ul style="list-style-type: none"> <li>• Introduction to OSHA</li> <li>• OSHA Focus Four Hazards <ul style="list-style-type: none"> <li>• Falls</li> <li>• Electrocution</li> <li>• Struck-By</li> <li>• Caught-In or Between</li> </ul> </li> <li>• Personal Protective and Lifesaving Equipment</li> <li>• Health Hazards in Construction</li> <li>• At least 2 of the following electives <ul style="list-style-type: none"> <li>• Cranes, Derricks, Hoists, Elevators, and Conveyors</li> </ul> </li> </ul>

Safety Specialist	
	<ul style="list-style-type: none"> <li>• Excavations</li> <li>• Materials Handling, Storage, Use and Disposal</li> <li>• Scaffolds</li> <li>• Stairways and Ladders</li> <li>• Tools - Hand and Power</li> </ul> <p>OSHA General Industry 30-Hour card</p> <ul style="list-style-type: none"> <li>• Introduction to OSHA</li> <li>• Walking and Working Surfaces, including fall protection</li> <li>• Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection</li> <li>• Electrical</li> <li>• Personal Protective Equipment</li> <li>• Hazard Communication</li> <li>• At least 2 of the following electives: <ul style="list-style-type: none"> <li>• Hazardous Materials.</li> <li>• Materials Handling.</li> <li>• Machine Guarding.</li> <li>• Introduction to Industrial Hygiene.</li> <li>• Bloodborne Pathogens.</li> <li>• Ergonomics.</li> <li>• Safety and Health Program.</li> <li>• Fall Protection.</li> </ul> </li> </ul> <p>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)</p>
Applicable Policies	CPP 20.1
Institution Locations	Blackburn Correctional Complex (BCC) Northpoint Training Center (NTC)
Additional Information	<p>Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Safety Specialist Certificate</li> <li>• OSHA Construction 30-Hour card (Issued during course)</li> <li>• OSHA General Industry 30-Hour card (Issued during course)</li> </ul>



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	<p><b>SCBG099:</b> 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.)</p> <p><b>SCGE101:</b> 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.)</p> <p><b>Minimum of 600 hours total</b></p>
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> <li>• Must have a GED® or a high school diploma</li> <li>• Not Eligible for parole or release within six months</li> <li>• No charges involving animal cruelty or animal abuse</li> </ul>
Course Content	<p>Module 1. Second Chances Basic Grooming 099, Fundamentals of Grooming</p> <ul style="list-style-type: none"> <li>• Introduction and Terminology</li> <li>• Working with Horses</li> <li>• Herd Leader Concept of Grooming</li> <li>• Shedrow and Backside (Barn area)</li> <li>• Grooming Procedures</li> <li>• Types of Bandages</li> <li>• Tack and Equipment</li> <li>• Feeding</li> <li>• Daily Activities of Racetrack Groom</li> <li>• Race Day Activities</li> </ul> <p>Module 2. Second Chances Groom Elite 101: Intermediate Grooming</p> <ul style="list-style-type: none"> <li>• Horse Behavior and Grooming Basics</li> <li>• Height, Weight &amp; Body Condition Score</li> </ul>

Second Chances Groom Elite	
	<ul style="list-style-type: none"> <li>• Equine Health</li> <li>• Conformation, Leg Structure &amp; Travel</li> <li>• Front Leg Anatomy</li> <li>• Hind Leg Anatomy</li> <li>• Daily Leg Examination</li> <li>• The Racehorse Foot</li> <li>• Wrapping and Bandaging</li> <li>• Equipment and Tacking</li> <li>• The Horse's Mouth</li> <li>• Horse Digestive System – Anatomy and Function</li> <li>• Hay for Horses</li> <li>• Horse Digestive System – Feeding Management Guidelines</li> <li>• Test Barn and Sample Collection</li> <li>• Pre-Race Soundness Exam, Holding Barn &amp; Test Barn Procedures</li> </ul>
Applicable Policies	CPP 20.1
Institution Locations	Blackburn Correctional Complex (BCC)
Additional Information	<p>Upon successful completion of Module 2, participants will receive one of three certificates based upon the following completion criteria:</p> <ul style="list-style-type: none"> <li>• <i>Certificate of Completion</i> – 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).</li> <li>• <i>Certified Entry Level Groom</i> – 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).</li> <li>• <i>Certified Basic Level Groom</i> – 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).</li> </ul> <p>Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p>

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	
	<p>submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA).</p> <p>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.</p>
Course Length	<p>Course length is dependent on experience:</p> <p>One (1) year of acceptable operation of a waste-water treatment plant shall be required.</p>
Educational Good Time (EGT)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• 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.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• The Certified Plant Operator</li> <li>• KPDES Permitting Program</li> <li>• Biology</li> <li>• Preliminary Treatment</li> <li>• Physical &amp; Biological Treatment Processes</li> <li>• Digesters</li> <li>• Disinfection</li> <li>• Flow Measurement</li> <li>• Pumps and Motors</li> <li>• Hazards</li> <li>• Final Certification Exam (minimum score of 70%)</li> </ul>
Applicable Policies	<p>Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and</p> <p>401 KAR 11:001</p> <p>401 KAR 11:010</p> <p>401 KAR 11:020</p> <p>401 KAR 11:030</p> <p>401 KAR 11:050</p> <p>401 KAR 11:060</p>
Institution Locations	<p>Bell County Forestry Camp (BCFC)</p> <p>KY State Penitentiary (KSP)</p> <p>Roederer Correctional Complex (RCC)</p>

## Wastewater Treatment Plant Operator – Class I

Additional Information	<p>Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>Requires recertification (<i>recertification does not earn EGT</i>)</p>
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## Wastewater Treatment Plant Operator – Class II

Course Description	<p>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).</p> <p>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.</p>
Course Length	<p>Course length is dependent on experience: Two (2) years of acceptable operation of a waste-water treatment plant shall be required.</p>
Educational Good Time (EGT)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• 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.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• The Certified Plant Operator</li> <li>• KPDES Permitting Program</li> <li>• Biology</li> <li>• Preliminary Treatment</li> <li>• Physical &amp; Biological Treatment Processes</li> <li>• Digesters</li> <li>• Disinfection</li> <li>• Flow Measurement</li> <li>• Pumps and Motors</li> <li>• Hazards</li> <li>• Final Certification Exam (minimum score of 70%)</li> </ul>
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and

Wastewater Treatment Plant Operator – Class II	
	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	<p>Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>Requires recertification (<i>recertification does not earn EGT</i>)</p>

Wastewater Treatment Plant Operator – Class III	
Course Description	<p>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).</p> <p>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.</p>
Course Length	<p>Course length is dependent on experience:</p> <p>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.</p>
Educational Good Time (EGT)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• 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.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• The Certified Plant Operator</li> <li>• KPDES Permitting Program</li> <li>• Biology</li> </ul>

Wastewater Treatment Plant Operator – Class III	
	<ul style="list-style-type: none"> <li>• Preliminary Treatment</li> <li>• Physical &amp; Biological Treatment Processes</li> <li>• Digesters</li> <li>• Disinfection</li> <li>• Flow Measurement</li> <li>• Pumps and Motors</li> <li>• Hazards</li> <li>• Final Certification Exam (minimum score of 70%)</li> </ul>
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, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.  Requires recertification ( <i>recertification does not earn EGT</i> )

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)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> </ul>

Water Treatment Plant Operator – Class IA-D	
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• The Surface Water Treatment Plant Operator</li> <li>• Water Sources</li> <li>• Water Characteristics and Chemistry</li> <li>• Coagulation</li> <li>• Flocculation</li> <li>• Sedimentation</li> <li>• Alternative Treatment Processes</li> <li>• Filtration</li> <li>• Disinfection</li> <li>• Bacteriological Monitoring</li> <li>• Iron and Manganese</li> <li>• Taste and Odor Control</li> <li>• Fluoridation</li> <li>• Stabilization</li> <li>• Cross Connections</li> <li>• Final Certification Exam (minimum passing score of 70%)</li> </ul>
Applicable Policies	<p>Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and</p> <p>401 KAR 11:001</p> <p>401 KAR 11:010</p> <p>401 KAR 11:020</p> <p>401 KAR 11:030</p> <p>401 KAR 11:050</p> <p>401 KAR 11:060</p>
Institution Locations	<p>Bell County Forestry Camp (BCFC)</p> <p>KY State Penitentiary (KSP)</p>
Additional Information	<p>Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>Requires recertification (<i>recertification does not earn EGT</i>)</p>

*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	<p>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</p>

Water Treatment Plant Operator – Class IIA	
	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)	<b>90 days</b>
Admission Criteria	<ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• 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.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• The Surface Water Treatment Plant Operator</li> <li>• Water Sources</li> <li>• Water Characteristics and Chemistry</li> <li>• Coagulation</li> <li>• Flocculation</li> <li>• Sedimentation</li> <li>• Alternative Treatment Processes</li> <li>• Filtration</li> <li>• Disinfection</li> <li>• Bacteriological Monitoring</li> <li>• Iron and Manganese</li> <li>• Taste and Odor Control</li> <li>• Fluoridation</li> <li>• Stabilization</li> <li>• Cross Connections</li> <li>• Final Certification Exam (minimum passing score of 70%)</li> </ul>
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)



## Water Treatment Plant Operator – Class IIA

Additional Information	<p>Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>Requires recertification (<i>recertification does not earn EGT</i>)</p>
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## 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	<p>Course length is dependent on experience:</p> <p>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.</p>
Educational Good Time (EGT)	<b>90</b> days
Admission Criteria	<ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• 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.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• The Surface Water Treatment Plant Operator</li> <li>• Water Sources</li> <li>• Water Characteristics and Chemistry</li> <li>• Coagulation</li> <li>• Flocculation</li> <li>• Sedimentation</li> <li>• Alternative Treatment Processes</li> <li>• Filtration</li> <li>• Disinfection</li> <li>• Bacteriological Monitoring</li> <li>• Iron and Manganese</li> <li>• Taste and Odor Control</li> <li>• Fluoridation</li> <li>• Stabilization</li> <li>• Cross Connections</li> <li>• Final Certification Exam (minimum passing score of 70%)</li> </ul>

Water Treatment Plant Operator – Class IIIA	
Applicable Policies	<p>Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and</p> <p>401 KAR 11:001</p> <p>401 KAR 11:010</p> <p>401 KAR 11:020</p> <p>401 KAR 11:030</p> <p>401 KAR 11:050</p> <p>401 KAR 11:060</p>
Institution Locations	<p>Bell County Forestry Camp (BCFC)</p> <p>KY State Penitentiary (KSP)</p>
Additional Information	<p>Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> day EGT award.</p> <p>Requires recertification (<i>recertification does not earn EGT</i>)</p>

## Appendix A: Education Course Matrix for Adult Institutions

Course	90 Days GT Credit	BCFC	BCC	EKCC	GRCC	KCIW	KSP	KSR	LAC	LSCC	LLCC	NTC	RCC	SSCC	WKCC
GED®	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Auto Technology	X										X				
Braille Literary Certification						X									
Braille Music	X					X									
Braille Nemeth	X					X									
Carpentry	X			X	X				X	X		X		X	X
Collision Repair	X						X				X				
Computer Literacy	X					X					X				
CT Fundamentals	X	X	X	X	X	X	X		X	X	X	X	X	X	X
Electricity	X					X						X			X
Emergency Medical Technician	X												X		
Fuel Ed: Computer Literacy	X								X						
Fuel Ed: A+ Computer Management	X								X						
Horticulture	X	X	X			X				X			X		X
HVAC	X			X											
In2Work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Masonry	X		X	X	X						X				
NCRC		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Safety Specialist	X		X									X			
Second Chances Groom Elite	X		X												
Small Engine Technology	X			X						X					
Wastewater Treatment Plant Operator	X	X					X						X		
Water Treatment Plant Operator	X	X					X								
Welding	X										X	X			

WIN Learning		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Associates of Arts Degree*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Associates of Applied Science Degree*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Associates in Science Degree*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bachelor's-Level Degree*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Master's-Level Degree*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

*Note: For those courses with an “\*”, please see their applicable section in this catalog **plus** read CPP 20.1 Educational Courses and Educational Good Time*

**The matrix represents approved locations and not current courses facilitated within the facility.**