

Career and Technical Education

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

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	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"> • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math – 496 • A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently) • Offender must not be eligible for parole or serve out within ten months of enrollment date
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"> • OSHA Construction 10-Hour card • OSHA General Industry 10-Hour card • Work Readiness assessment (if not already completed) • NCCER Your Role in the Green Environment
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)</p>

CT Fundamentals	
	KY State Penitentiary (KSP) Lee Adjustment Center (LAC) Little Sandy Correctional Complex (LSCC) Luther Lockett 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"> • 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. • Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion. <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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • 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)

Carpentry	
Course Description	Introduction to Carpentry and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501

Carpentry	
	<ul style="list-style-type: none"> ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date
Course Content	<ul style="list-style-type: none"> • 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 • Level II – Key content includes: Commercial Drawings, Roofing Applications, Thermal and Moisture Protection, Exterior Finishing, Cold-Formed Steel Framing, Drywall Installation, Drywall Finishing, Doors and Door Hardware, Suspended Ceilings, Window, Door, Floor, and Ceiling Trim, and Cabinet Installation. • Cabinetmaking - provides the basic information needed to construct and apply finishes to custom cabinetry. It identifies and discusses various types of wood products, wood-joining techniques, power tools, cabinet doors, shelves, and hardware. Specific guidance is also provided for the installation of laminated countertops
Applicable Policies	CPP 20.1
Institution Locations	<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"> • 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. <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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript

Carpentry	
	<ul style="list-style-type: none"> NCCER course transcript

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)	90 days
Admission Criteria	<ul style="list-style-type: none"> CT-Fundamentals completed transcript (or concurrent enrollment) GED® or a high school diploma TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> Reading – 501 Math - 496 Offender must not be eligible for parole or serve out within 15 months of enrollment date
Course Content	<ul style="list-style-type: none"> Level I - Key content includes: Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, and Electrical Test Equipment. Level II – Key content includes: Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts. Level III - Key content includes: Load Calculations – Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, Overcurrent Protection, Distribution Equipment, Transformers, Commercial Electrical Services, Motor Calculations, Voice, Data, and Video, and Motor Controls.
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW) Northpoint Training Center (NTC) Western KY Correctional Complex (WKCC)
Additional Information	<ul style="list-style-type: none"> 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.

Electrical	
	<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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NCCER course transcript

Heating, Ventilation and Air Conditioning (HVAC)	
Course Description	Introduction to Heating, Ventilation, and Air Condition and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date
Course Content	<ul style="list-style-type: none"> • Level I - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices • Level II - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices • Level III - Key content includes: Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting

Heating, Ventilation and Air Conditioning (HVAC)	
	Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations.
Applicable Policies	CPP 20.1
Institution Locations	Eastern KY Correctional Complex (EKCC)
Additional Information	<ul style="list-style-type: none"> • 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. <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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NCCER course transcript

Masonry	
Course Description	Introduction to Masonry and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date

Masonry	
Course Content	<ul style="list-style-type: none"> • Level I - Key content includes: Introduction to Masonry, Masonry Tools and Equipment, Measurements, drawings, and Specifications, Mortar and Masonry units and Installation Techniques. • Level II - Key content includes: Residential Plans and Drawing Interpretation, Residential Masonry, Reinforced Masonry, Grout and Other Reinforcement, Masonry Openings and Metal Work, Advanced Laying Techniques, Effect of Climate on Masonry, and Construction Inspection and Quality Control • Level III - Key content includes: Masonry in High-Rise Construction, Specialized Materials and Techniques, Repair and Restoration, Commercial Drawings, Estimating, Site Layout – Distance Measurement and Leveling, and Introductory Skills for the Crew Leader
Applicable Policies	CPP 20.1
Institution Locations	Blackburn Correctional Complex (BCC) Eastern KY Correctional Complex (EKCC) Green River Correctional Complex (GRCC) Luther Luckett Correctional Complex (LLCC)
Additional Information	<ul style="list-style-type: none"> • 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. <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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NCCER course transcript

Welding	
Course Description	Introduction to Welding and work ready skills
Course Length	Requires a minimum of ten (10) months for completion

Welding	
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date
Course Content	<ul style="list-style-type: none"> • Level I - Key content includes Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW – Equipment and Safety, Shielded Metal Arc Electrodes, SMAW – Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW – Groove Welds and Backing, and SMAW – Open V-Groove Welds. • Level II - Key content includes Welding Symbols, Reading Welding Detail Drawings, Physical Characteristics and Mechanical Properties of Metals, Preheating and Postheating of Metals, GMAW & FCAW - Equipment and Filler Metals, GMAW & FCAW – Plate, GTAW - Equipment and Filler Metal, and GTAW – Plate
Applicable Policies	CPP 20.1
Institution Locations	Luther Lockett Correctional Complex (LLCC) Northpoint Training Center (NTC)
Additional Information	<ul style="list-style-type: none"> • 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. <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NCCER course transcript

NOCTI Courses

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

Automotive Technology	
Course Description	Introduction to Automotive Technology and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date.
Course Content	<ul style="list-style-type: none"> • Engine Repair • Automatic Transmissions and Transaxle • Manual Drive Train and Axles • Suspension and Steering • Brakes • Electrical and Electronic Systems • Heating and Air Conditioning • Engine Performance • Customer Relations and Shop Procedures
Applicable Policies	CPP 20.1
Institution Locations	Luther Lockett Correctional Complex (LLCC)
Additional Information	<ul style="list-style-type: none"> • All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NOCTI Competency credential

Collision Repair	
Course Description	Introduction to Auto Body (Collision) Repair and work ready skills
Course Length	Requires a minimum of ten (10) months for completion
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date.
Course Content	<ul style="list-style-type: none"> • Safety • Business Fundamentals • Metal Inert Gas/Gas Metal Arc Welding, and Squeeze-Type Resistance Spot Welding • Structural Repairs • Non-Structural Repairs • Mechanical and Electrical Systems
Applicable Policies	CPP 20.1
Institution Locations	KY State Penitentiary (KSP) Luther Luckett Correctional Complex (LLCC)
Additional Information	<ul style="list-style-type: none"> • All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NOCTI Competency credential

Horticulture	
Course Description	Introduction to Horticulture and work ready skills
Course Length	Requires a minimum of ten (10) months for completion

Horticulture	
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date.
Course Content	<ul style="list-style-type: none"> • General Knowledge • Pest and Disease Management • Fundamentals of Irrigation • Basic Nursery/Greenhouse Skills • Horticulture Business and Retailing • Landscape Design • Landscape Installation and Construction • Landscape and Turf Maintenance • Arboriculture
Applicable Policies	CPP 20.1
Institution Locations	Bell County Forestry Camp (BCFC) Blackburn Correctional Complex (BCC) KY Correctional Institution for Women (KCIW) Little Sandy Correctional Complex (LSCC) Roederer Correctional Complex (RCC) Western KY Correctional Complex (WKCC)
Additional Information	<ul style="list-style-type: none"> • All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NOCTI Competency credential

Small Engine Repair	
Course Description	Introduction to Small Engine Repair and work ready skills

Small Engine Repair	
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"> • CT-Fundamentals completed transcript (or concurrent enrollment) • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 15 months of enrollment date.
Course Content	<ul style="list-style-type: none"> • Safety • General Shop Practices • Maintenance • Lubrication Systems • Fuel Systems Fundamentals • Governor • Ignition • Starters & Charging Systems • Cylinder Head & Valve, Service & Maintenance • Engine Assembly • Troubleshooting
Applicable Policies	CPP 20.1
Institution Locations	Eastern KY Correctional Complex (EKCC) Little Sandy Correctional Complex (LSCC)
Additional Information	<ul style="list-style-type: none"> • All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • NOCTI Competency credential

Digital Technology Courses

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

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)	90 days
Admission Criteria	<ul style="list-style-type: none"> • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 10 months of enrollment date.
Course Content	<p>The course is made up of 7 units.</p> <ul style="list-style-type: none"> • Unit 1 – Overview of Computers • Unit 2 – The Internet • Unit 3 – Document Processing • Unit 4 – Spreadsheets • Unit 5 – Presentations • Unit 6 – Introduction to Web Design • Unit 7 – Critical Thinking Project
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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p>

Computer Literacy

- KDOC course transcript

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)	90 days
Admission Criteria	<ul style="list-style-type: none"> • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Offender must not be eligible for parole or serve out within 10 months of enrollment date.
Course Content	<ul style="list-style-type: none"> • Overview of Computers (hardware, software, language of computers) • The Internet (web searches, email, social media, privacy) • Document Processing (Microsoft Word) • Spreadsheets (Microsoft Excel) • Presentations (Microsoft PowerPoint) • Introduction to Web Design (HTML, web design basics)
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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript

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)	90 days
Admission Criteria	<ul style="list-style-type: none"> • GED® or a high school diploma • TABE 11/12 assessment minimum scores: <ul style="list-style-type: none"> ○ Reading – 501 ○ Math - 496 • Successful completion of <i>Fuel Ed Computer Literacy</i> • Offender must not be eligible for parole or serve out within 10 months of enrollment date.
Course Content	<ul style="list-style-type: none"> • Taking apart and reassembling a computer • All about motherboards • Processors and upgrading memory • Power supplies and troubleshooting computer problems • Hard drives and storage devices • Supporting I/O devices • Networking fundamentals • Network infrastructure and cloud computing • Supporting mobile devices • Supporting printers • Installing and maintaining Windows • Supporting macOS • Network security • Linux and scripting
Applicable Policies	CPP 20.1
Institution Locations	Lee Adjustment Center (LAC)
Additional Information	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.

Fuel Ed: A+ Computer Management	
	<p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • Fuel Ed Credential

Braille

Literary Certification	
Course Description	This course in literary braille transcribing teaches students to transcribe print materials into braille. Lessons include covering the braille alphabet, contractions, and rules for writing braille. Lessons describe the elements of the braille system, give examples, and provide practice drills.
Course Length	9 - 12 months
Educational Good Time (EGT)	EGT not awarded
Admission Criteria	<ul style="list-style-type: none"> • GED® or a high school diploma • 6 months of clear conduct • Application process through Kentucky Correctional Industries (KCI) for employment
Course Content	<p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> • 20 lessons: At the end of each lesson is an exercise with sentences or short passages testing comprehension and reviewing concepts and rules from earlier lessons. • Learning Perkins Braille Writer (6-key entry on braille typewriter) • Learn and use Perky Duck (6-key entry computer program) • At Lesson 19, Part 2: Application process through the National Federation of the Blind • Certification test consists of transcribing a 35-page manuscript with 80% accuracy <p>Instruction manuals:</p> <ul style="list-style-type: none"> • Instruction Manual for Braille Transcribing-UEB Edition, 2015 • The Rules of Unified English Braille Second Edition 2013 • Drills Reproduced in Braille-UEB Edition, 2015
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	There is no good time credit awarded for this prerequisite.

Literary Certification	
	<p>Course completion is a prerequisite for other transcribing and proofreading courses.</p> <ul style="list-style-type: none"> • Upon successful completion, the student will receive a Library of Congress certificate in literary braille transcribing which qualifies the recipient to transcribe general literary materials. • The certificate is mailed to the student, who is responsible for submitting it to the Education Administrator for entry into KOMS.

Music	
Course Description	This course teaches students to transcribe print music materials into braille.
Course Length	9 - 12 months
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • GED® or a high school diploma • Employed by KCI • Background in music (i.e., can read standard music notation, knowledge of music theory, familiarity with common musical terms); • Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months • Application process through the National Federation of the Blind
Course Content	<p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> • Use of Duxbury Program • Certification test consists of submitting a transcription of a partial score chosen by the instructor with 80% accuracy <p>Instruction manuals:</p> <ul style="list-style-type: none"> • Music Braille Code, 2015 • Introduction to Braille Music Transcription
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	<ul style="list-style-type: none"> • Upon successful completion, the student will receive a Library of Congress certificate in music braille transcribing. • The Operations Manager will give the student transcript to the Education Administrator to be submitted to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award upon successful course completion.

Nemeth	
Course Description	This is a course in mathematics (Nemeth code) braille transcribing to teach students to transcribe print mathematics and science materials into braille.
Course Length	9 - 12 months
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • GED® or a high school diploma • Employed by KCI • Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months • Application process through the National Federation of the Blind
Course Content	<p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> • Use of Duxbury Program • Certification test with 80% accuracy <p>Instruction manuals:</p> <ul style="list-style-type: none"> • Introduction to Braille Mathematics (and errata) • The Nemeth Code for Mathematics and Science Notation, 1972 Revision
Applicable Policies	CPP 20.1
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	<ul style="list-style-type: none"> • 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. • Upon successful completion, the student will receive a Library of Congress certificate in mathematics braille transcribing. • The Operations Manager will give the student transcript to the Education Administrator to be submitted to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award upon successful course completion.

Ancillary Courses

In2Work	
Course Description	The In2Work course teaches the fundamentals of working in a food service environment, building skills and experience that can be leveraged to re-enter the workforce.

In2Work	
	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 ServSafe certification program.
Course Length	6 months
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • GED® or a high school diploma • Offenders are required to work in the kitchen during enrollment. • Food service experience (preferred but not required) <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"> • Kitchen Basics – 7 modules & final exam: Hygiene & Health, Cleaning & Sanitation, Receiving & Storing Food, Temperature for Food Safety, Safety in the Workplace, Recipes & Preparing for Production, Success in Food Service • Food Service Management – 3 modules & final exam: Operations Management, Managing Employees & Guests, Managing Finances • ServSafe® Managers Certificate: ServSafe Manager Practice Exam (min. passing score of 80%), Certification ServSafe Manager Final Exam (90 multiple choice questions - min. passing score of 70%). Certification is provided by the National Restaurant Association and award is good for 5 years. <p>Progress checks and tests measure comprehension and help track the program successes.</p>
Applicable Policies	CPP 20.1
Institution Locations	Available at all institutions
Additional Information	<ul style="list-style-type: none"> • Successful course completion requires a minimum passing score of 70% on the ServSafe® certification exam, in accordance with ServSafe® standards. • Upon successful completion, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award. • ServSafe® recertification every 5 years (recertification does not earn EGT and individual must be actively working in Food Service area.)

Safety Specialist	
Course Description	This course gives trainees the knowledge, skills, and abilities needed to protect worker's rights, identify, abate, avoid, and prevent job related hazards. Trainees will also develop the skills and abilities to be able to administer CPR, AED, and first aid. Additionally, trainees will understand the basics of identifying hazardous materials and the awareness-level actions they should take. Lastly, trainees will be able to operate safely, equipment such as powered industrial trucks.
Course Length	A minimum of 84 hours within a minimum of 6 months.
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • Must have a GED® or a high school diploma
Course Content	<p>OSHA Construction 30-Hour card</p> <ul style="list-style-type: none"> • Introduction to OSHA • OSHA Focus Four Hazards <ul style="list-style-type: none"> • Falls • Electrocution • Struck-By • Caught-In or Between • Personal Protective and Lifesaving Equipment • Health Hazards in Construction • At least 2 of the following electives <ul style="list-style-type: none"> • Cranes, Derricks, Hoists, Elevators, and Conveyors • Excavations • Materials Handling, Storage, Use and Disposal • Scaffolds • Stairways and Ladders • Tools - Hand and Power <p>OSHA General Industry 30-Hour card</p> <ul style="list-style-type: none"> • Introduction to OSHA • Walking and Working Surfaces, including fall protection • Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection • Electrical • Personal Protective Equipment • Hazard Communication • At least 2 of the following electives: <ul style="list-style-type: none"> • Hazardous Materials.

Safety Specialist	
	<ul style="list-style-type: none"> • Materials Handling. • Machine Guarding. • Introduction to Industrial Hygiene. • Bloodborne Pathogens. • Ergonomics. • Safety and Health Program. • Fall Protection. <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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> • KDOC course transcript • Safety Specialist Certificate • OSHA Construction 30-Hour card (Issued during course) • OSHA General Industry 30-Hour card (Issued during course)

Second Chances Groom Elite (AKA: Thoroughbred Retirement Farm)	
Course Description	<p>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 phases: Phase I - Second Chances Basic Grooming 099 (SCBG099); Phase II - Second Chances Groom Elite 101 (SCGE101).</p>
Course Length	<p>Minimum of 600 hours total</p> <ul style="list-style-type: none"> • Phase I - SCBG099: Minimum of 200 hours of equine facility work and classroom study. 60 hours of classroom and 140 hours of practical application working with horses including maintenance of stalls and

Second Chances Groom Elite (AKA: Thoroughbred Retirement Farm)	
	<p>stable facility and other equine farm related chores (repairing fence, landscape maintenance, hay storage, etc.)</p> <ul style="list-style-type: none"> • Phase II - SCGE101: Minimum of 400 hours of equine facility work and classroom study. 150 hours of classroom and 250 hours of practical application working with horses including maintenance of stalls and stable facility and other equine farm related chores (repairing fence, landscape maintenance, hay storage, etc.)
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • Must have a GED® or a high school diploma • Not Eligible for parole or release within six months • No charges involving animal cruelty or animal abuse
Course Content	<p>Phase I: Second Chances Basic Grooming (SCBG) 099</p> <p>Modules</p> <ul style="list-style-type: none"> • 09901 - Introduction and Terminology • 09902 – Horse Behavior and Natural Horsemanship • 09903 - Grooming Procedures • 09904 - Bandaging and Tack Identification • 09905 – Competency Assessment (performance) <p>Phase 2: Second Chances Groom Elite (SCGE) 101</p> <p>Modules</p> <ul style="list-style-type: none"> • 10101 - Horse Behavior and Tools for Humane Restraint • 10102 - Height, Weight, Body Condition Score • 10103 - Equine Health Check • Conformation, Leg Structure & Travel • 10104 – Equine Conformation, Leg and Foot Anatomy • 10105 – Bandaging • 10106 - Tacking • 10107 - Digestive System - Anatomy and Principles of Feeding Horses • 10108 - Performance Day Procedures, Sample Collection for drug testing • 10109 – Comprehensive Written Assessment (min. passing score 80%) • 10110 – Comprehensive Practical Assessment (performance)
Applicable Policies	CPP 20.1
Institution Locations	Blackburn Correctional Complex (BCC)

Second Chances Groom Elite (AKA: Thoroughbred Retirement Farm)	
Additional Information	<p>Upon successful completion of Phase II, participants will receive a certificate of completion.</p> <p>Students may also be eligible for additional certificates based on performance. The additional certificates are not required for success course completion leading to the award of EGT. <i>These certificates do not lead to additional good time awards.</i></p> <ul style="list-style-type: none"> • <i>Certified Entry Level Groom</i> – Holder may board up to five horses. • <i>Certified Basic Level Groom</i> – Holder may board up to ten horses. <p>Upon successful completion, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p>

Wastewater Treatment Plant Operator – Class I	
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>One (1) year of acceptable operation of a waste-water treatment plant shall be required.</p>
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Waste Water Treatment Class I course. • The offender must have “reduced custody” classification.
Course Content	<ul style="list-style-type: none"> • The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes

Wastewater Treatment Plant Operator – Class I	
	<ul style="list-style-type: none"> • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP) Roederer Correctional Complex (RCC)
Additional Information	Upon completion, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award. Requires recertification (<i>recertification does not earn EGT</i>)

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	Course length is dependent on experience: Two (2) years of acceptable operation of a waste-water treatment plant shall be required.
Educational Good Time (EGT)	90 days

Wastewater Treatment Plant Operator – Class II	
Admission Criteria	<ul style="list-style-type: none"> • Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Waste Water Treatment Class II course. • The offender must have “reduced custody” classification.
Course Content	<ul style="list-style-type: none"> • The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)
Applicable Policies	<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>
Additional Information	<p>Upon completion, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 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>

Wastewater Treatment Plant Operator – Class III	
	There are multiple levels of waste water treatment operator certifications. In order to qualify to take a Kentucky Wastewater Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level outlined below.
Course Length	Course length is dependent on experience: Three (3) years of acceptable operation of a wastewater treatment plant with one (1) year of that experience in a wastewater treatment plant with a design capacity greater than 50,000 gallons per day shall be required.
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Waste Water Treatment Class III course. • The offender must have “reduced custody” classification.
Course Content	<ul style="list-style-type: none"> • The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP) Roederer Correctional Complex (RCC)
Additional Information	Upon completion, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award.

Wastewater Treatment Plant Operator – Class III

Requires recertification (*recertification does not earn EGT*)

Water Treatment Plant Operator – Class IA-D

Course Description	The Water Treatment System Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the appropriate forms and fee, and by passing the certification examination. There are multiple levels within the water treatment system operator certifications. In order to qualify to take a Kentucky Water Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level.
Course Length	Course length is dependent on experience: One (1) year of experience operating a Class IA-D or higher public water system.
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IA-D course. • The offender must have “reduced custody” classification.
Course Content	<ul style="list-style-type: none"> • The Surface Water Treatment Plant Operator • Water Sources • Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration • Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections • Final Certification Exam (minimum passing score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010

Water Treatment Plant Operator – Class IA-D	
	401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP)
Additional Information	<p>Upon completion, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 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	The Water Treatment System Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the appropriate forms and fee, and by passing the certification examination. There are multiple levels within the water treatment system operator certifications. In order to qualify to take a Kentucky Water Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level.
Course Length	Course length is dependent on experience: Two (2) years of experience operating a public water treatment plant, with six (6) months of that experience in a Class IIA, IIIA or IVA treatment plant.
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IIA course. • The offender must have “reduced custody” classification.
Course Content	<ul style="list-style-type: none"> • The Surface Water Treatment Plant Operator • Water Sources • Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration

Water Treatment Plant Operator – Class IIA	
	<ul style="list-style-type: none"> • Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections • Final Certification Exam (minimum passing score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP)
Additional Information	Upon completion, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a 90 day EGT award. Requires recertification (<i>recertification does not earn EGT</i>)

Water Treatment Plant Operator – Class IIIA	
Course Description	The Water Treatment System Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the appropriate forms and fee, and by passing the certification examination. There are multiple levels within the water treatment system operator certifications. In order to qualify to take a Kentucky Water Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level.
Course Length	Course length is dependent on experience: Three (3) years of experience operating a public water treatment plant, with one (1) year of that experience in a Class IIA, IIIA, or IVA water treatment plant.
Educational Good Time (EGT)	90 days
Admission Criteria	<ul style="list-style-type: none"> • Inmates with a GED® or a high school diploma are eligible to participate.

Water Treatment Plant Operator – Class IIIA	
	<ul style="list-style-type: none"> • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IIIA course. • The offender must have “reduced custody” classification.
Course Content	<ul style="list-style-type: none"> • The Surface Water Treatment Plant Operator • Water Sources • Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration • Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections • Final Certification Exam (minimum passing score of 70%)
Applicable Policies	<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 DOCEdu.Registrar@ky.gov for a 90 day EGT award.</p> <p>Requires recertification (<i>recertification does not earn EGT</i>)</p>