Correspondence Classes	
Educational Good Time (EGT)	**90** days awarded for: • Diploma • Associate's degree • Bachelor's degree • Master's degree • Doctoral degree
Admission Criteria	• All inmates with a GED® or a high school diploma are eligible to participate upon acceptance by the college/university. • Complete and submit the *Correspondence Course Enrollment Request Form* to the Education Administrator.
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. *(Student choice of accredited educational institution)*
Additional Information	The offender is financially responsible for paying for all correspondence coursework. Upon successful completion of a degree, the offender must give the official transcript to the Education Administrator to be submitted to Central Office at DOCEdu.Registrar@ky.gov for a one-time **90**-day EGT award.

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

The Division of Education offers Career and Technical courses in adult institutions in cooperation with multiple industry partners, the National Center for Construction Education and Research (NCCER) and with the National Occupational Competency Testing Institute (NOCTI).
Note: See individual course syllabus for detailed information and completion requirements.

Workforce Development Courses

Apprentice Barber	
Course Description	This course is designed to prepare students for Kentucky apprentice barber licensure.
Course Length	A minimum of 1500 contact hours

Apprentice Barber	
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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 twenty-four months of enrollment date
Course Content	(1) Instruments (2) Shaving instructions (3) Haircutting for men, women, and children (4) Shampooing (5) Permanent waving (6) Hair coloring (7) Hair straightening and relaxing (8) Massaging (9) Scalp and skin diseases (10) Physiology and anatomy of the head, face, and neck (11) Sterilization and sanitation (12) Hygiene (13) Bacteriology (14) Electricity (15) Pharmacology (16) Psychology (17) History, professional ethics, and other information (18) Laws and Regulations (19) OSHA General Industry (minimum 10-hour card; duplicate training not required) aligned with industry standards
Applicable Policies	CPP 20.1 KRS Chapter 317 201 KAR Chapter 14 KRS 197.045
Institution Locations	Luther Luckett Correctional Complex (LLCC)
Additional Information	• All written and practical exams must be passed in accordance with 201 KAR 14:115. A student may successfully complete the DOC course without earning licensure. • Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.

Apprentice Barber	
	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • OSHA General Industry 10-Hour card, as applicable • Kentucky apprentice barber license upon application & approval by the Kentucky Board of Barbering

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

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

Course Content	• Basic Knowledge • Aquaponic System Design • Water Quality • Microbes in Aquaponics • Plants in Aquaponics • Fish in Aquaponics • Animal Science • Conservation and Natural Recourses • Plant Science • Soil Science • Agricultural Technology • Agri-Business
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Little Sandy Correctional Complex (LSCC)

Aquaponics	
Additional Information	All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. The Aquaponics Association (AA) exit exam results must meet or exceed current AA standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential • Aquaponics Association credential

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

Course Content	• Engine Repair • Automatic Transmissions and Transaxle • Manual Drive Train and Axles • Suspension and Steering • Brakes • Electrical and Electronic Systems • Heating and Air Conditioning • Engine Performance • Customer Relations and Shop Procedures
Applicable Policies	CPP 20.1 KRS 197.045

Automotive Technology	
Institution Locations	Eastern KY Correctional Complex (EKCC) Luther Luckett Correctional Complex (LLCC)
Additional Information	All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential

Career & Technical (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	• GED® or a high school diploma
	• TABE assessment minimum scores
	  ○ 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	NCCER Core Curricula: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling • OSHA Construction 10-Hour card • OSHA General Industry 10-Hour card • Work Readiness assessment (if not already completed) • NCCER Your Role in the Green Environment

Career & Technical (CT) Fundamentals	
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Bell County Forestry Camp (BCFC) Blackburn Correctional Complex (BCC) Eastern KY Correctional Complex (EKCC) Green River Correctional Complex (GRCC) KY Correctional Institution for Women (KCIW) KY State Penitentiary (KSP) Lee Adjustment Center (LAC) Little Sandy Correctional Complex (LSCC) Luther Luckett Correctional Complex (LLCC) Northpoint Training Center (NTC) Roederer Correctional Complex (RCC) Southeast State Correctional Complex (SSCC) Western KY Correctional Complex (WKCC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NCCER transcript • OSHA Construction 10-Hour card • OSHA General Industry 10-Hour card

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

Carpentry	
Educational Good Time (EGT)	**90** days

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

Course Content	• Level I - Key content includes: Orientation to Carpentry; Building Materials, Fasteners; Floor Systems; Building Envelope Systems; Basic Stair Layout; Wall Systems; Roof Framing; Construction Plans & Documents; Principles of site and Building Layout. • Level II – Key content includes: The Building Process, Roofing Applications, Thermal and Moisture Protection, Exterior Finish and Trim, Steel Framing Systems, Doors and Door Hardware, Suspended and Acoustical Ceilings, Mass Timber Construction, Interior Finish, Trim, and Cabinets; Site Preparation, Wall Systems and Installation, Finished Stairs, Drywall Installation, Introduction to Leadership. • 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 KRS 197.045
Institution Locations	Eastern KY Correctional Complex (EKCC) Lee Adjustment Center (LAC) Little Sandy Correctional Complex (LSCC) Northpoint Training Center (NTC) Western KY Correctional Complex (WKCC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards. Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements.

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

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

Course Content	• Safety • Business Fundamentals • Metal Inert Gas/Gas Metal Arc Welding, and Squeeze-Type Resistance Spot Welding • Structural Repairs • Non-Structural Repairs • Mechanical and Electrical Systems
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Luther Luckett Correctional Complex (LLCC)
Additional Information	All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award.

Collision Repair	
	The offender will receive: • KDOC course transcript • NOCTI Competency credential

Commercial Learner's Permit (CLP)	
Course Description	This course is designed to prepare students for a commercial learner's permit leading to licensure prep readiness.
Course Length	A minimum of six (6) months for completion.
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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 • The offender must have "reduced custody" classification.
Course Content	• Chapter 1: Orientation • Chapter 2: Control Systems/Dashboard • Chapter 3: Pre- and Post-Trip Inspections • Chapter 4: Basic Control • Chapter 5: Shifting/Operating Transmissions • Chapter 6: Backing and Docking • Chapter 7: Coupling and Uncoupling • Chapter 8: Visual Search • Chapter 9: Communication • Chapter 10: Distracted Driving • Chapter 11: Speed Management • Chapter 12: Space Management • Chapter 13: Night Operation • Chapter 14: Extreme Driving Conditions • Chapter 15: Hazard Perception • Chapter 16: Skid Control/Recovery, Jackknifing, and Other Emergencies • Chapter 17: Railroad-Highway Grade Crossings • Chapter 18: Identification and Diagnosis of Malfunctions • Chapter 19: Roadside Inspections • Chapter 20: Maintenance • Chapter 21: Handling and Documenting Cargo • Chapter 22: Environmental Compliance Issues • Chapter 23: Hours of Service Requirements

Commercial Learner's Permit (CLP)	
	• Chapter 24: Fatigue and Wellness Awareness • Chapter 25: Post-Crash Procedures • Chapter 26: External Communications • Chapter 27: Whistleblower/Coercion • Chapter 28: Trip Planning • Chapter 29: Drugs/Alcohol • Chapter 30: Medical Requirements • Chapter 31: Human Trafficking • Chapter 32: Compliance, Safety, Accountability (CSA) System • Chapter 33: Special Rigs • Chapter 34: Crossing the Canadian Border • Chapter 35: Basic Business Practices • OSHA General Industry (minimum 10-hour card; redundant training not required)
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Blackburn Correctional Complex (BCC) Northpoint Training Center (NTC) Roederer Correctional Complex (RCC)
Additional Information	Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion. A medical screening may be required. Student must have record of valid operator's (drivers) license to take permit exam. A passing score of 80% on the permit exam is required for CLP issue. A student may successfully complete the course without passing the permit exam. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • OSHA General Industry credential (as applicable)

Construction Craft Laborer	
Course Description	This course is designed to be an introduction to the construction industry and work ready skills

Construction Craft Laborer	
Course Length	A minimum of six (6) months for completion.
Educational Good Time (EGT)	**90** days

Admission Criteria	• GED® or a high school diploma
	• TABE assessment minimum scores
	  ○ Reading – 501
	  ○ Math – 496
	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• 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	• Level I – Orientation to the Trade; Building Materials, Fasteners, and Adhesives; Properties of Concrete; Site Layouts; Handling and Placing Concrete; Foundations and Slabs-on-Grade • Level II – Reinforcing Concrete; Vertical Formwork; Horizontal Formwork; Heavy Equipment, Forklift, and Crane Safety; Steel Erection; Electrical Safety; Introduction to Construction Equipment; Rough-Terrain Forklifts; Oxyfuel Cutting; Elevated Masonry; Working from Elevations; Your Role in the Green Environment
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Blackburn Correctional Complex (BCC) Green River Correctional Complex (GRCC) KY State Penitentiary (KSP) Southeast State Correctional Complex (SSCC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards. Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion. Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award.

Construction Craft Laborer	
	The offender will receive: • KDOC course transcript • NCCER transcript

Cosmetologist	
Course Description	This course is designed to prepare students for a Kentucky cosmetologist license.
Course Length	A minimum of 1500 contact hours
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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 twenty-four months of enrollment date
Course Content	(1) Basics (2) General Sciences (3) Hair Care (4) Skin Care (5) Nails (6) Business Skills (7) Laws and Regulations (8) OSHA General Industry (minimum 10-hour card; duplicate training not required) aligned with industry standards
Applicable Policies	CPP 20.1 KRS Chapter 317A 201 KAR Chapter 12 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	• All written and practical exams must be passed in accordance with 201 KAR 12:030. A student may successfully complete the DOC course without earning licensure. • Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award.

Cosmetologist	
	The offender will receive: • KDOC course transcript • OSHA General Industry 10-Hour card, as applicable • Kentucky cosmetologist license upon application & approval by the Kentucky Board of Cosmetology

Cosmetology - Esthetician	
Course Description	This course is designed to prepare students for Kentucky esthetician licensure.
Course Length	A minimum of 750 contact hours
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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 12 months of enrollment date
Course Content	(1) Basics (2) General Sciences (3) Skin Sciences (4) Esthetics (5) Business Skills (6) Laws and Regulations (7) OSHA General Industry (minimum 10-hour card; duplicate training not required) aligned with industry standards
Applicable Policies	CPP 20.1 KRS Chapter 317A 201 KAR Chapter 12 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	• All written and practical exams must be passed in accordance with 201 KAR 12:030. A student may successfully complete the DOC course without earning licensure. • Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.

Cosmetology - Esthetician	
	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • OSHA General Industry 10-Hour card, as applicable • Kentucky license upon application & approval by the Kentucky Board of Cosmetology

Cosmetology – Nail Technician	
Course Description	This course is designed to prepare students for Kentucky nail technician licensure.
Course Length	A minimum of 450 contact hours
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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 12 months of enrollment date
Course Content	(1) Basics (2) General Sciences (3) Nail Care (4) Business Skills (5) Laws and Regulations (6) OSHA General Industry (minimum 10-hour card; duplicate training not required) aligned with industry standards
Applicable Policies	CPP 20.1 KRS Chapter 317A 201 KAR Chapter 12 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	• All written and practical exams must be passed in accordance with 201 KAR 12:030. A student may successfully complete the DOC course without earning licensure. • Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.

Cosmetology – Nail Technician	
	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • OSHA General Industry 10-Hour card, as applicable • Kentucky license upon application & approval by the Kentucky Board of Cosmetology

Cosmetology – Shampoo & Style Services	
Course Description	This course is designed to prepare students for Kentucky shampoo and style service licensure.
Course Length	A minimum of 300 contact hours
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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 12 months of enrollment date
Course Content	(1) Basics (2) General Sciences (3) Hair Care (4) Business Skills (5) Laws and Regulations (6) OSHA General Industry (minimum 10-hour card; duplicate training not required) aligned with industry standards
Applicable Policies	CPP 20.1 KRS Chapter 317A 201 KAR Chapter 12 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	• All written and practical exams must be passed in accordance with 201 KAR 12:030. A student may successfully complete the DOC course without earning licensure. • Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.

Cosmetology – Shampoo & Style Services	
	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • OSHA General Industry 10-Hour card, as applicable • Kentucky license upon application & approval by the Kentucky Board of Cosmetology

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

Course Content	• Level I - Key content includes: Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, and Electrical Test Equipment. • Level II – Key content includes: Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts. • Level III - Key content includes: Load Calculations – Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, Overcurrent Protection, Distribution Equipment, Transformers, Commercial Electrical Services, Motor Calculations, Voice, Data, and Video, and Motor Controls.

Electrical	
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW) Northpoint Training Center (NTC) Western KY Correctional Complex (WKCC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

Farm Management	
Course Description	This course is designed to prepare students to enter the agriculture industry with an emphasis on equine and farm management. The course explores construction, heavy equipment, and equine focused curriculum leading to nationally recognized credentials upon completion.
Course Length	Minimum of 785 hours total for a minimum of six (6) calendar months.
Educational Good Time (EGT)	**90** days

Admission Criteria	• GED® or a high school diploma
	• TABE assessment minimum scores
	  ○ Reading – 501
	  ○ Math - 496
	• No charges involving animal cruelty or animal abuse
	• CT-Fundamentals completed transcript (or concurrent enrollment)
	• Offender must not be eligible for parole or serve out within 10 months of enrollment date

Course Content	NCCER Curriculum: Heavy Equipment Operations & Safety –

Farm Management	
	• Introduction to Heavy Equipment • Heavy Equipment Operations Safety • Classification of Heavy Equipment • Utility Tractors • Backhoes • Skid Steers • Introduction to Earthmoving • Grades & Grading • Introduction to GPS/GNSS • Equipment Operation/Inspection/Readiness Pony Club Curriculum: Level 1 – • Common Horse Terminology • Proper Barn Attire • Types of Halters and Lead ropes • Parts of the Horse • Height of the Horse • Safety Working Around Horses • Leading a Horse • Tying a Horse • Colors of the Horse • Markings • Breeds • Basic Conformation Level 2 – • Grooming a Horse • Parts of the Saddle and Bridle • Types of Bits • Measuring a Bit • Cleaning Tack • Unsafe Tack • When to Call the Vet • Vaccination and Health Records • Equine Stable Vices • Equine Diet • Hoof Care • Body Condition Scoring • Introduction to Horse Sports

Farm Management	
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Blackburn Correctional Complex (BCC)
Additional Information	All NCCER and United States Pony Club (USPC) module exams must be passed by a minimum score of 70% All performance exercises must be completed as "Satisfactory" in accordance with NCCER and USPC standards. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Students may also be eligible for additional certificates with USPC based on performance. The additional certificates are not required for successful course completion and ***do not lead to additional good time awards.*** Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

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

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

Heating, Ventilation and Air Conditioning (HVAC)	
Course Content	• Level I - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices • Level II - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices • Level III - Key content includes: Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations.
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Eastern KY Correctional Complex (EKCC) Luther Luckett Correctional Complex (LLCC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

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

Course Content	• General Knowledge • Pest and Disease Management • Fundamentals of Irrigation • Basic Nursery/Greenhouse Skills • Horticulture Business and Retailing • Landscape Design • Landscape Installation and Construction • Landscape and Turf Maintenance • Arboriculture
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Bell County Forestry Camp (BCFC) Blackburn Correctional Complex (BCC) KY Correctional Institution for Women (KCIW) Little Sandy Correctional Complex (LSCC) Roederer Correctional Complex (RCC) Western KY Correctional Complex (WKCC)
Additional Information	All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential

Line Worker	
Course Description	Introduction to line worker and work ready skills

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

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

Course Content	Introduction to the Power Industry Power Line Worker • Level I: Power Line Worker Safety, Introduction to Electrical Circuits, Introduction to Electrical Theory, Climbing Wooden Poles, Climbing Structures Other Than Wood, Tools of the Trade, Aerial Framing and Associated Hardware, Utility Service Equipment, Rigging, Setting and Pulling Poles, Trenching/Excavating/Boring Equipment, Introduction to Electrical Test Equipment, Power Line Worker: Distribution • Level II: Alternating Current and Three-Phase Systems, Aerial Distribution Equipment, Cable and Conductor Installation and Removal, Underground Residential Distribution (URD) Systems, Overhead and URD Service Installations, Distribution Line Maintenance • Level III: Introduction to Substations, Live-Line Work, Three-Phase URD Systems, System Protection and Monitoring, Troubleshooting, Introduction to Smart Grids, Fundamentals of Crew Leadership
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Eastern KY Correctional Complex (EKCC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards. Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements.

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

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

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

Course Content	• Level I – Introduction to the Plumbing Profession, Plumbing Safety, Tools of the Plumbing Trade, Introduction to Plumbing Math, Introduction to Plumbing Drawings, Plastic Pipe and Fittings, Copper Tube and Fittings, Cast Iron Pipe and Fittings, Steel Pipe and Fittings, Introduction to Plumbing Fixtures, Introduction to Drain, Waste, and Vent (DWV) Systems, Introduction to Water Distribution Systems • Level II – Plumbing Math Two, Reading Commercial Drawings, Structural Penetrations, Insulation, and Fire-Stopping, Installing and Testing DWV Piping, Installing Roof, Floor, and Area Drains, Installing and Testing Water Supply Piping, Types of Valves, Installing Fixtures and Valves, Installing Water Heaters, Basic Electricity, Fuel Gas and Fuel Oil Systems
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Green River Correctional Complex (GRCC) Little Sandy Correctional Complex (LSCC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.

Plumbing	
	Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's assessment records. These records are stored and become a portable record of the candidate's training and assessment achievements. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

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

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

Course Content	• Safety • General Shop Practices • Maintenance • Lubrication Systems • Fuel Systems Fundamentals • Governor • Ignition • Starters & Charging Systems • Cylinder Head & Valve, Service & Maintenance • Engine Assembly • Troubleshooting
Applicable Policies	CPP 20.1 KRS 197.045

Small Engine Technology	
Institution Locations	Eastern KY Correctional Complex (EKCC) Little Sandy Correctional Complex (LSCC)
Additional Information	All final NOCTI exam results must meet or exceed current NOCTI standards for course completion. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NOCTI Competency credential

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

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

Course Content	• Level I - Key content includes Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW – Equipment and Safety, Shielded Metal Arc Electrodes, SMAW – Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW – Groove Welds and Backing, and SMAW – Open V-Groove Welds. • Level II - Key content includes Welding Symbols, Reading Welding Detail Drawings, Physical Characteristics and Mechanical Properties of Metals, Preheating and Postheating of Metals, GMAW & FCAW - Equipment and Filler Metals, GMAW & FCAW – Plate, GTAW - Equipment and Filler Metal, and GTAW – Plate
Applicable Policies	CPP 20.1 KRS 197.045

Welding	
Institution Locations	Luther Luckett Correctional Complex (LLCC) Northpoint Training Center (NTC)
Additional Information	All module exams must be passed by a minimum score of 70% All performance exercises must be completed as "Satisfactory" in accordance with NCCER standards. Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • NCCER course transcript

Pre-Apprenticeship

Ironworkers Pre-Apprenticeship	
Course Description	This course is designed to be an introduction to the ironworking trade and help prepare individuals to enter and succeed in a Registered Apprenticeship Program. The curriculum has been aligned to training modules from the International Association of Bridge, Structural, Ornamental and Reinforcing Ironworkers. Students who study this curriculum will be under the supervision of instructors from Iron Workers Local 70. Students who complete the course will obtain the basic skills required to be efficient and productive on jobsites as an ironworker.
Course Length	Programmed for 5 weeks (25 days), 175 contact hours
Educational Good Time (EGT)	**90** days
Admission Criteria	• Must have a GED® or a high school diploma • Offender must not be eligible for parole or serve out within 6 months of enrollment date. • Offender cannot be dual enrolled in any other course, program or job classification interfering with class attendance.
Course Content	• Union structure and employment • History of the ironworkers • Shop safety / personal protective equipment • OSHA 10 Hour for Construction • Hand and power tools for ironwork • Fire watch training • Crane signaling

Ironworkers Pre-Apprenticeship	
	• Welding • Glass wall & window systems • Construction layout fundamentals & instruments • Basic math for ironworkers • Aerial lift training • Rigging • Knot tying • Reinforcing steel • Structural steel erection
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Luther Luckett Correctional Complex (LLCC), Northpoint Training Center (NTC)
Additional Information	All module exams must be passed with a minimum score of 70% All performance exercises must be completed as "Satisfactory" Students may be considered for direct entry to Iron Workers Local 70 or Local 44 Apprenticeship Programs upon completion of the course after their release. Students will have the opportunity to earn a welding certification and will receive an OSHA 10 for Construction card. These certifications can be used for any career. If a student joins the Ironworker's Apprenticeship, they will receive a fire watch and aerial lift certification card accepted nationwide by contractors signatory to the International Association of Bridge, Structural, Ornamental and Reinforcing Ironworkers. 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. The offender will receive: • KDOC course transcript • OSHA Construction 10-Hour card (as applicable)

Painters Pre-Apprenticeship	
Course Description	This Career Readiness Program course is designed to be an introduction to the finishing trades and help prepare individuals to enter and succeed in a Registered Apprenticeship Program. The curriculum has been aligned to training modules from the Finishing Trades Institute of District Council 91. Students who study this curriculum will be under the supervision of instructors from District Council 91. Students who complete the course will obtain the

Painters Pre-Apprenticeship	
	basic skills required to be efficient and productive on jobsites as a finishing tradesman.
Course Length	Programmed for 4 weeks (20 days), 96 contact hours
Educational Good Time (EGT)	**90** days
Admission Criteria	• Must have a GED® or a high school diploma • Offender must not be eligible for parole or serve out within 6 months of enrollment date. • Offender cannot be dual enrolled in any other course, program or job classification interfering with class attendance.
Course Content	• Orientation • OSHA • First Aid CPR • LEAD • Scaffold Awareness • Fall Protection Awareness • Soft Skills • Interview Skills • Hands-on: Drywall • Hands-on: Paint • Aerial Lifts (Virtual) • Program Completion
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	All module exams must be passed with a minimum score of 70% All performance exercises must be completed as "Satisfactory" Students may be considered for direct entry to the Finishing Trades Institute (FTI) of District Council 91 Apprenticeship Program upon completion of the course after their release. Students will have the opportunity to earn a Mobile Elevating Work Platform (Aerial Lift) credential and will receive an OSHA 30 for Construction card. These credentials can be used for any career in the construction trades. 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.

Painters Pre-Apprenticeship	
	The offender will receive: • KDOC course transcript • OSHA Construction 30-Hour card (as applicable)

Digital Technology Courses

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

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

Course Content	• 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 KRS 197.045
Institution Locations	Lee Adjustment Center (LAC)
Additional Information	Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.

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

Fuel Ed: 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	• GED® or a high school diploma
	• TABE assessment minimum scores
	  ○ Reading – 501
	  ○ Math - 496
	• Successful completion of *Fuel Ed Computer Literacy*
	• Offender must not be eligible for parole or serve out within 10 months of enrollment date.

Course Content	• 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

Fuel Ed: A+ Computer Management	
	• Linux and scripting
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Lee Adjustment Center (LAC)
Additional Information	Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award. The offender will receive: • KDOC course transcript • Fuel Ed 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	• GED® or a high school diploma • Application process through Kentucky Correctional Industries (KCI) for employment
Course Content	The course curriculum is through the National Federation of the Blind. • 20 lessons: At the end of each lesson is an exercise with sentences or short passages testing comprehension and reviewing concepts and rules from earlier lessons. • Learning Perkins Braille Writer (6-key entry 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 Instruction manuals: • Instruction Manual for Braille Transcribing-UEB Edition, 2015 • The Rules of Unified English Braille Second Edition 2013

Literary Certification	
	• 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. Course completion is a prerequisite for other transcribing and proofreading courses. • Upon successful completion, the student will receive a Library of Congress certificate in literary braille transcribing which qualifies the recipient to transcribe general literary materials. • The certificate is mailed to the student, who is responsible for submitting it to the Education Administrator for entry into KOMS.

Music	
Course Description	This course teaches students to transcribe print music materials into braille.
Course Length	9 - 12 months
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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	The course curriculum is through the National Federation of the Blind. • Use of Duxbury Program • Certification test consists of submitting a transcription of a partial score chosen by the instructor with 80% accuracy Instruction manuals: • Music Braille Code, 2015 • Introduction to Braille Music Transcription
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW)

Music	
Additional Information	• Upon successful completion, the student will receive a Library of Congress certificate in music braille transcribing. • The Operations Manager will give the student transcript to the Education Administrator to be submitted to Central Office at DOCEdu.Registrar@ky.gov for a **90**-day EGT award upon successful course completion.

Nemeth	
Course Description	This is a course in mathematics (Nemeth code) braille transcribing to teach students to transcribe print mathematics and science materials into braille.
Course Length	9 - 12 months
Educational Good Time (EGT)	**90** days
Admission Criteria	• GED® or a high school diploma • 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	The course curriculum is through the National Federation of the Blind. • Use of Duxbury Program • Certification test with 80% accuracy Instruction manuals: • Introduction to Braille Mathematics (and errata) • The Nemeth Code for Mathematics and Science Notation, 1972 Revision
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	KY Correctional Institution for Women (KCIW)
Additional Information	• 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. 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	• GED® or a high school diploma • Offenders are required to work in the kitchen during enrollment. • Food service experience (preferred but not required) The program is available to inmates assigned to the food service area and those closest to their release date.
Course Content	Three phases: • Kitchen Basics – 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. Progress checks and tests measure comprehension and help track the program successes.
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Available at all institutions

In2Work	
Additional Information	• 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 76 hours within a minimum of 6 months.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Must have a GED® or a high school diploma • Offender must not be eligible for parole or serve out within 10 months of enrollment date.

Course Content	OSHA Construction 30-Hour card
	• Introduction to OSHA
	• Managing Safety and Health
	• OSHA Focus Four Hazards
	  • Falls
	  • Electrocution
	  • Struck-By
	  • Caught-In or Between
	• Personal Protective Equipment
	• Health Hazards in Construction
	• Stairways and Ladders
	• At least 16 hours of the following electives (Minimum length is 30 minutes for each topic):
	  • Concrete and Masonry Construction
	  • Permit-Required Confined Spaces
	  • Cranes, Derricks, Hoists, Elevators, and Conveyors
	  • Ergonomics

Safety Specialist	
	• Excavations • Fire Protection and Prevention • Materials Handling, Storage, Use and Disposal • Motor Vehicles; Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals, and Barricades • Powered Industrial Vehicles • Safety and Health Programs • Scaffolds • Steel Erection • Tools - Hand and Power • Welding and Cutting • Foundations for Safety Leadership (minimum of 2 hours and 30 min.) OSHA General Industry 30-Hour card • Introduction to OSHA • Managing Safety and Health • Walking and Working Surfaces, including fall protection • Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection • Electrical • Personal Protective Equipment • Materials Handling • Hazard Communication • At least 18 hours of the following electives (Minimum length is 30 minutes for each topic): • Hazardous Materials • Permit-Required Confined Spaces • Lockout/Tagout • Machine Guarding • Welding, Cutting, and Brazing • Introduction to Industrial Hygiene • Bloodborne Pathogens • Ergonomics • Fall Protection • Safety and Health Program • Powered Industrial Vehicles CPR/First Aid/AED or higher level (8 hours) Forklift Training and/or Other Powered Industrial Trucks and/or Large/Heavy Equipment (8 hours)
Applicable Policies	CPP 20.1 KRS 197.045

Safety Specialist	
Institution Locations	Blackburn Correctional Complex (BCC)
Additional Information	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. The offender will receive: • KDOC course transcript • OSHA Construction 30-Hour card (Issued during course) • OSHA General Industry 30-Hour card (Issued during course) • Heart Saver Card

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 phases: Phase I - Second Chances Basic Grooming 099 (SCBG099); Phase II - Second Chances Groom Elite 101 (SCGE101).
Course Length	**Minimum of 600 hours total for a minimum of six (6) calendar months.** • **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 stable facility and other equine farm related chores (repairing fence, landscape maintenance, hay storage, etc.) • **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	• Must have a GED® or a high school diploma • Not Eligible for parole or release within six months of enrollment date • No charges involving animal cruelty or animal abuse

Second Chances Groom Elite	
	• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)
Course Content	Phase I: Second Chances Basic Grooming (SCBG) 099 Modules • 09901 - Introduction and Terminology • 09902 – Horse Behavior and Natural Horsemanship • 09903 - Grooming Procedures • 09904 - Bandaging and Tack Identification • 09905 – Competency Assessment (performance) Phase 2: Second Chances Groom Elite (SCGE) 101 Modules • 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) OSHA General Industry (minimum 10-hour card; duplicate training not required) aligned with industry standards
Applicable Policies	CPP 20.1 KRS 197.045
Institution Locations	Roederer Correctional Complex (RCC)
Additional Information	Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion. Upon successful completion of Phase II, participants will receive a certificate of completion. Students may also be eligible for additional certificates based on performance. The additional certificates are not required for successful course completion leading to the award of EGT. ***These certificates do not lead to additional good time awards.*** • *Certified Entry Level Groom* – Holder may board up to five horses.

Second Chances Groom Elite	
	• *Certified Basic Level Groom* – Holder may board up to ten horses. 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. The offender will receive: • KDOC course transcript • OSHA General Industry 10-Hour card, as applicable • Groom Elite's certificate of completion upon successful completion of Phase II

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, submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA). There are multiple levels of wastewater treatment operator certifications. In order to qualify to take a Kentucky Wastewater Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level outlined below.
Course Length	Course length is dependent on experience: One (1) year of acceptable operation of a waste-water treatment plant shall be required.
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Wastewater Treatment Class I course. • The offender must have "reduced custody" classification.
Course Content	• The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection

Wastewater Treatment Plant Operator – Class I	
	• 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 KRS 197.045
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 *(recertification does not earn EGT)*

Wastewater Treatment Plant Operator – Class II	
Course Description	The Wastewater Treatment Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA). There are multiple levels of wastewater treatment operator certifications. In order to qualify to take a Kentucky Wastewater Operator Certification examination, an applicant must meet the experience and education requirements appropriate for that particular certification level outlined below.
Course Length	Course length is dependent on experience: Two (2) years* of acceptable operation of a waste-water treatment plant shall be required. *(*Two (2) years includes one (1) year experience as a Class I operator.)*
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate.

Wastewater Treatment Plant Operator – Class II	
	• The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Wastewater Treatment Class II course. • The offender must have "reduced custody" classification.
Course Content	• The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060 KRS 197.045
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 *(recertification does not earn EGT)*

Wastewater Treatment Plant Operator – Class III	
Course Description	The Wastewater Treatment Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA).

Wastewater Treatment Plant Operator – Class III	
	There are multiple levels of wastewater 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. *(*Three (3) years includes one (1) year as a Class II operator and an additional year as a Class I operator.)*
Educational Good Time (EGT)	**90** days
Admission Criteria	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Wastewater Treatment Class III course. • The offender must have "reduced custody" classification.
Course Content	• The Certified Plant Operator • KPDES Permitting Program • Biology • Preliminary Treatment • Physical & Biological Treatment Processes • Digesters • Disinfection • Flow Measurement • Pumps and Motors • Hazards • Final Certification Exam (minimum score of 70%)
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 KRS 197.045
Institution Locations	Bell County Forestry Camp (BCFC) KY State Penitentiary (KSP) Roederer Correctional Complex (RCC)

Wastewater Treatment Plant Operator – Class III	
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 *(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	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IA-D course. • The offender must have “reduced custody” classification.
Course Content	• The Surface Water Treatment Plant Operator • Water Sources • Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration • Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections

Water Treatment Plant Operator – Class IA-D	
	• 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 KRS 197.045
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 *(recertification does not earn EGT)*

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

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

Water Treatment Plant Operator – Class IIA	
	• Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration • Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections • Final Certification Exam (minimum passing score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060 KRS 197.045
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 *(recertification does not earn EGT)*

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.

Water Treatment Plant Operator – Class IIIA	
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	• Inmates with a GED® or a high school diploma are eligible to participate. • The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IIIA course. • The offender must have "reduced custody" classification.
Course Content	• The Surface Water Treatment Plant Operator • Water Sources • Water Characteristics and Chemistry • Coagulation • Flocculation • Sedimentation • Alternative Treatment Processes • Filtration • Disinfection • Bacteriological Monitoring • Iron and Manganese • Taste and Odor Control • Fluoridation • Stabilization • Cross Connections • Final Certification Exam (minimum passing score of 70%)
Applicable Policies	Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and 401 KAR 11:001 401 KAR 11:010 401 KAR 11:020 401 KAR 11:030 401 KAR 11:050 401 KAR 11:060 KRS 197.045
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.

Water Treatment Plant Operator – Class IIIA	
	Requires recertification *(recertification does not earn EGT)*