

Department of Corrections

# Division of Education Course Catalog

Adult Institutions

# Table of Contents

|  |    |
|--|----|
| Introduction .....   | 3  |
| Catalog Purpose .....  | 3  |
| Academics .....  | 4  |
| Adult Education.....   | 4  |
| GED® .....   | 4  |
| High School Diploma .....  | 5  |
| Correspondence Courses: High School Diploma/High School Equivalency Diploma..... | 5  |
| Post-Secondary Education .....   | 6  |
| Onsite or Distance Learning Classes .....  | 6  |
| Correspondence Classes .....   | 7  |
| Career and Technical Education .....   | 8  |
| Workforce Development Courses.....   | 8  |
| Apprentice Barber .....  | 8  |
| Aquaponics.....  | 10 |
| Automotive Technology.....   | 11 |
| Career & Technical (CT) Fundamentals.....  | 12 |
| Carpentry .....  | 13 |
| Collision Repair .....   | 15 |
| Commercial Learner’s Permit (CLP) .....  | 15 |
| Construction Craft Laborer .....   | 17 |
| Cosmetologist .....  | 18 |
| Cosmetology - Esthetician.....   | 19 |
| Cosmetology – Nail Technician .....  | 20 |
| Cosmetology – Shampoo & Style Services.....                                      | 21 |
| Electrical.....  | 22 |
| Heating, Ventilation and Air Conditioning (HVAC).....                            | 23 |
| Horticulture.....  | 25 |
| Line Worker.....   | 26 |
| Plumbing .....   | 27 |
| Small Engine Technology .....  | 29 |
| Welding.....   | 30 |

|  |    |
|--|----|
| Pre-Apprenticeship .....   | 31 |
| Ironworkers Pre-Apprenticeship.....  | 31 |
| Painters Pre-Apprenticeship .....  | 32 |
| Digital Technology Courses.....  | 34 |
| Fuel Ed: Computer Literacy.....  | 34 |
| Fuel Ed: A+ Computer Management.....   | 35 |
| Braille .....  | 36 |
| Literary Certification .....   | 36 |
| Music.....   | 37 |
| Nemeth .....   | 38 |
| Ancillary Courses.....   | 39 |
| In2Work.....   | 39 |
| Safety Specialist .....  | 40 |
| Second Chances Groom Elite (AKA: Thoroughbred Retirement Farm) .....         | 41 |
| Wastewater Treatment Plant Operator – Class I.....                           | 43 |
| Wastewater Treatment Plant Operator – Class II.....                          | 44 |
| Wastewater Treatment Plant Operator – Class III.....                         | 46 |
| Water Treatment Plant Operator – Class IA-D.....                             | 47 |
| Water Treatment Plant Operator – Class IIA .....                             | 48 |
| Water Treatment Plant Operator – Class IIIA .....                            | 49 |
| Appendix A: Education Course Matrix for Adult Institutions.....              | 52 |
| Appendix B: Postsecondary Matrix for Adult Institutions .....                | 54 |
| Appendix C: Postsecondary Degree Pathway Matrix for Adult Institutions ..... | 55 |

# Introduction

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

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

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

## Catalog Purpose

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

*Disclaimer: The Kentucky Department of Corrections provides this directory as a means of describing programs offered throughout the Department. This list contains information, which is updated quarterly, but programming offered is subject to change over time. Offenders shall not be able to complete the same program or course twice unless authorized staff have approved. Programs not listed in this course catalog are not eligible for sentence credit. Faith Based/Religious program shall not receive sentence credit. Offenders who are statutorily ineligible to receive the application of sentence credits will not receive credit for the completion of programs.*

# Academics

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

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

## Adult Education

| GED®                        |  |
|-----------------------------|--|
| Course Description          | This course is designed to help develop foundational to higher level knowledge and skills in reading, math, science, social studies, and written expression. The course will prepare students to earn a high school equivalency credential.  |
| Course Length               | Depending on student needs, students participate in this class for a varied length of time.  |
| Educational Good Time (EGT) | 90 days upon successful completion of all GED® exam requirements   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>All inmates without a GED® or a high school diploma are eligible to participate.</li> </ul>   |
| Course Content              | The TABE assessments and GED® exams all align to the College and Career Readiness standards. Through pre-assessments and progress monitoring, course content is structured on an individual basis through the development of Individualized Learning Plans (ILP). This will range from foundational skills in each subject area to higher level thinking skills. |
| Applicable Policies         | CPP 20.1<br>KRS 197.045  |
| Institution Locations       | All institutions offer GED® classes  |
| Additional Information      | Upon successful completion of a GED®, <ul style="list-style-type: none"> <li>The offender will receive a copy of their transcript.</li> </ul>  |

| GED® |   |
|------|---|
|      | <ul style="list-style-type: none"> <li>Upon successful completion of all GED® exam requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</li> </ul> |

| High School Diploma         |  |
|-----------------------------|--|
| Course Description          | This course is designed to help develop foundational to higher level knowledge and skills in reading, math, science, social studies, and written expression. The pathway will prepare students to earn a high school diploma.  |
| Course Length               | Depending on student needs, students participate in this class for a varied length of time.  |
| Educational Good Time (EGT) | <b>90</b> days upon successful completion of all high school diploma requirements  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>Inmates ages 21 and under without a high school diploma or equivalency are eligible to participate.</li> <li>Received special education services through a written IEP/504 plan created prior to incarceration</li> </ul>   |
| Course Content              | Through pre-assessments and progress monitoring, course content is structured on an individual basis through the development of Individualized Learning Plans (ILP) and Individualized Education Programs (IEP). This will range from foundational skills in each subject area to higher level thinking skills.  |
| Applicable Policies         | CPP 20.1<br>KRS 197.045  |
| Institution Locations       | All institutions   |
| Additional Information      | <p>Upon successful completion of a high school diploma,</p> <ul style="list-style-type: none"> <li>The offender will receive a copy of their transcript.</li> <li>Upon successful completion of all requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</li> </ul> |

| Correspondence Courses: High School Diploma/High School Equivalency Diploma |  |
|---|--|
| Course Description  | Courses designed to achieve a high school diploma or high school equivalency diploma from an accredited institution as defined by CPP 20.1 |
| Course Length   | Depending on the educational institution, students participate in correspondence classes for a varied length of time                       |
| Educational Good Time (EGT)   | 90 days awarded for a Diploma  |
| Admission Criteria  | <ul style="list-style-type: none"> <li>Anyone without a secondary diploma is eligible to apply</li> </ul>                                  |

| Correspondence Courses: High School Diploma/High School Equivalency Diploma |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>Complete and submit the correspondence course enrollment request form to the education administrator</li> </ul>   |
| Course Content  | Course content will vary depending on the course subject   |
| Applicable Policies   | CPP 20.1<br>CPP 16.2<br>KRS 197.045  |
| Institution Locations   | Correspondence course opportunities are available to offenders housed at all institutions. <i>(Student choice of accredited educational institution)</i>   |
| Additional Information  | The offender is financially responsible for paying for all correspondence coursework.<br><br>Upon successful completion of a diploma, the offender must give the official transcript to the Education Administrator to be submitted to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a one-time <b>90</b> -day EGT award. |

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

## Post-Secondary Education

| Onsite or Distance Learning Classes |  |
|-------------------------------------|--|
| Course Description                  | College/university level classes are designed to develop higher knowledge and skills in a variety of areas and subjects to prepare to earn a diploma or degree. Courses may be available through on-site instruction or distance learning instruction via tablets. |
| Course Length                       | Depending on the college/university, field of study and emphasis areas, students participate in postsecondary classes for a varied length of time.   |
| Educational Good Time (EGT)         | <b>90</b> days awarded for: <ul style="list-style-type: none"> <li>Diploma</li> <li>Associate's degree</li> <li>Bachelor's degree</li> <li>Master's degree</li> <li>Doctoral degree</li> </ul>   |
| Application Criteria                | <ul style="list-style-type: none"> <li>All inmates with a GED® or a high school diploma are eligible to apply</li> <li>Minimum of 6 months or more to PE/SOT/MRS at the start of the college semester.</li> <li>Must have access to DOC issued tablet</li> </ul>   |
| Admission Criteria                  | Each college partner determines admission capacities and criteria.   |

<sup>1</sup> Accredited institution meaning: an institution officially recognized as meeting the essential requirements of academic excellence by the Council for Higher Education Accreditation (CHEA) OR the United States Department of Education (USDE)

| Onsite or Distance Learning Classes |  |
|-------------------------------------|--|
|                                     | When enrollment capacity is limited, additional criteria may be used by DOC to assist the partner in selecting eligible participants. Such as, but not limited to: conduct, parole eligibility, etc.   |
| Course Content                      | Course content will vary depending on the field of study.  |
| Applicable Policies                 | CPP 20.1<br>KRS 197.045  |
| Institution Locations               | Bell County Forestry Camp (BCFC)<br>Blackburn Correctional Complex (BCC),<br>Eastern KY Correctional Complex (EKCC),<br>Green River Correctional Complex (GRCC)<br>KY Correctional Institution for Women (KCIW),<br>KY State Penitentiary (KSP),<br>Lee Adjustment Center (LAC),<br>Little Sandy Correctional Complex (LSCC),<br>Luther Lockett Correctional Complex (LLCC),<br>Northpoint Training Center (NTC),<br>Roederer Correctional Complex (RCC)<br>Southeast State Correctional Complex (SSCC)<br>Western KY Correctional Complex (WKCC)  |
| Additional Information              | <p>Participation is contingent on student's ability to access the method of course delivery. If a student is unable to access the method of course delivery and unable to attend in-person classes for the number of days according to college policies, they may be disenrolled.</p> <p>The student is responsible for paying all tuition and fees not covered by financial aid.</p> <p>Upon successful completion of a postsecondary degree or diploma, the offender must give the official transcript to the Education Administrator to be submitted to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> |

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

| Correspondence Classes |   |
|------------------------|---|
| Course Description     | College/university level classes are designed to develop higher knowledge and skills in a variety of areas and subjects. Correspondence classes allow an offender to work through a course at their own pace. |
| Course Length          | Depending on the college/university and emphasis areas, students participate in correspondence classes for a varied length of time.   |

| Correspondence Classes      |   |
|-----------------------------|---|
| Educational Good Time (EGT) | <p><b>90</b> days awarded for:</p> <ul style="list-style-type: none"> <li>• Diploma</li> <li>• Associate’s degree</li> <li>• Bachelor’s degree</li> <li>• Master’s degree</li> <li>• Doctoral degree</li> </ul>   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• All inmates with a GED® or a high school diploma are eligible to participate upon acceptance by the college/university.</li> <li>• Complete and submit the <i>Correspondence Course Enrollment Request Form</i> to the Education Administrator.</li> </ul>   |
| Course Content              | Course content will vary depending on the course subject.   |
| Applicable Policies         | CPP 20.1<br>CPP 16.2<br>KRS 197.045   |
| Institution Locations       | Correspondence course opportunities are available to offenders housed at all institutions. ( <i>Student choice of accredited educational institution</i> )  |
| Additional Information      | <p>The offender is financially responsible for paying for all correspondence coursework.</p> <p>Upon successful completion of a degree, the offender must give the official transcript to the Education Administrator to be submitted to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a one-time <b>90</b>-day EGT award.</p> |

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

## Career and Technical Education

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          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within twenty-four months of enrollment date</li> </ul>  |
| Course Content              | <ol style="list-style-type: none"> <li>(1) Instruments</li> <li>(2) Shaving instructions</li> <li>(3) Haircutting for men, women, and children</li> <li>(4) Shampooing</li> <li>(5) Permanent waving</li> <li>(6) Hair coloring</li> <li>(7) Hair straightening and relaxing</li> <li>(8) Massaging</li> <li>(9) Scalp and skin diseases</li> <li>(10) Physiology and anatomy of the head, face, and neck</li> <li>(11) Sterilization and sanitation</li> <li>(12) Hygiene</li> <li>(13) Bacteriology</li> <li>(14) Electricity</li> <li>(15) Pharmacology</li> <li>(16) Psychology</li> <li>(17) History, professional ethics, and other information</li> <li>(18) Laws and Regulations</li> </ol> |
| Applicable Policies         | CPP 20.1<br>KRS Chapter 317<br>201 KAR Chapter 14<br>KRS 197.045  |
| Institution Locations       | Luther Luckett Correctional Complex (LLCC)  |
| Additional Information      | <ul style="list-style-type: none"> <li>• All written and practical exams must be passed in accordance with 201 KAR 14:115.</li> <li>• Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p>   |

| Apprentice Barber |   |
|-------------------|---|
|                   | <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Kentucky apprentice barber license upon application &amp; approval by the Kentucky Board of Barbering</li> </ul> |

| 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) | <b>90</b> days  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul> |
| Course Content              | <ul style="list-style-type: none"> <li>• Basic Knowledge</li> <li>• Aquaponic System Design</li> <li>• Water Quality</li> <li>• Microbes in Aquaponics</li> <li>• Plants in Aquaponics</li> <li>• Fish in Aquaponics</li> <li>• Animal Science</li> <li>• Conservation and Natural Recourses</li> <li>• Plant Science</li> <li>• Soil Science</li> <li>• Agricultural Technology</li> <li>• Agri-Business</li> </ul>                      |
| Applicable Policies         | CPP 20.1<br>KRS 197.045   |
| Institution Locations       | Little Sandy Correctional Complex (LSCC)  |
| Additional Information      | <p>All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.</p> <p>The Aquaponics Association (AA) exit exam results must meet or exceed current AA standards for course completion.</p>   |

| Aquaponics |  |
|------------|--|
|            | <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NOCTI Competency credential</li> <li>• Aquaponics Association credential</li> </ul> |

| Automotive Technology       |   |
|-----------------------------|---|
| Course Description          | Introduction to Automotive Technology and work ready skills   |
| Course Length               | Requires a minimum of ten (10) months for completion  |
| Educational Good Time (EGT) | <b>90</b> days  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul> |
| Course Content              | <ul style="list-style-type: none"> <li>• Engine Repair</li> <li>• Automatic Transmissions and Transaxle</li> <li>• Manual Drive Train and Axles</li> <li>• Suspension and Steering</li> <li>• Brakes</li> <li>• Electrical and Electronic Systems</li> <li>• Heating and Air Conditioning</li> <li>• Engine Performance</li> <li>• Customer Relations and Shop Procedures</li> </ul>  |
| Applicable Policies         | CPP 20.1<br>KRS 197.045   |
| Institution Locations       | Eastern KY Correctional Complex (EKCC)<br>Luther Lockett Correctional Complex (LLCC)  |
| Additional Information      | All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.   |

| Automotive Technology |   |
|-----------------------|---|
|                       | <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NOCTI Competency credential</li> </ul> |

| 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)          | <b>90</b> days  |
| Admission Criteria                   | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math – 496</li> </ul> </li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within ten months of enrollment date</li> </ul>   |
| Course Content                       | <p>NCCER Core Curricula: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling</p> <ul style="list-style-type: none"> <li>• OSHA Construction 10-Hour card</li> <li>• OSHA General Industry 10-Hour card</li> <li>• Work Readiness assessment (if not already completed)</li> <li>• NCCER Your Role in the Green Environment</li> </ul> |
| Applicable Policies                  | <p>CPP 20.1<br/>KRS 197.045</p>   |
| Institution Locations                | <p>Bell County Forestry Camp (BCFC)<br/>Blackburn Correctional Complex (BCC)<br/>Eastern KY Correctional Complex (EKCC)</p>   |

| Career & Technical (CT) Fundamentals |   |
|--------------------------------------|---|
|                                      | <p>Green River Correctional Complex (GRCC)<br/>           KY Correctional Institution for Women (KCIW)<br/>           KY State Penitentiary (KSP)<br/>           Lee Adjustment Center (LAC)<br/>           Little Sandy Correctional Complex (LSCC)<br/>           Luther Lockett Correctional Complex (LLCC)<br/>           Northpoint Training Center (NTC)<br/>           Roederer Correctional Complex (RCC)<br/>           Southeast State Correctional Complex (SSCC)<br/>           Western KY Correctional Complex (WKCC)</p>  |
| Additional Information               | <p>All module exams must be passed by a minimum score of 70%<br/>           All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.<br/>           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>Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90-day</b> EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER transcript</li> <li>• OSHA Construction 10-Hour card</li> <li>• OSHA General Industry 10-Hour card</li> </ul> |

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

| Carpentry              |  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>○ Math - 496</li> <li>● CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>● Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>   |
| Course Content         | <ul style="list-style-type: none"> <li>● Level I - Key content includes: Orientation to Carpentry; Building Materials, Fasteners; Floor Systems; Building Envelope Systems; Basic Stair Layout; Wall Systems; Roof Framing; Construction Plans &amp; Documents; Principles of site and Building Layout.</li> <li>● 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.</li> <li>● Cabinetmaking - provides the basic information needed to construct and apply finishes to custom cabinetry. It identifies and discusses various types of wood products, wood-joining techniques, power tools, cabinet doors, shelves, and hardware. Specific guidance is also provided for the installation of laminated countertops</li> </ul> |
| Applicable Policies    | <p>CPP 20.1<br/>KRS 197.045</p>  |
| Institution Locations  | <p>Eastern KY Correctional Complex (EKCC)<br/>Lee Adjustment Center (LAC)<br/>Little Sandy Correctional Complex (LSCC)<br/>Northpoint Training Center (NTC)<br/>Western KY Correctional Complex (WKCC)</p>   |
| Additional Information | <p>All module exams must be passed by a minimum score of 70%<br/>All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</p> <p>Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>● KDOC course transcript</li> <li>● NCCER course transcript</li> </ul>  |

| Collision Repair            |  |
|-----------------------------|--|
| Course Description          | Introduction to Auto Body (Collision) Repair and work ready skills   |
| Course Length               | Requires a minimum of ten (10) months for completion   |
| Educational Good Time (EGT) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul>  |
| Course Content              | <ul style="list-style-type: none"> <li>• Safety</li> <li>• Business Fundamentals</li> <li>• Metal Inert Gas/Gas Metal Arc Welding, and Squeeze-Type Resistance Spot Welding</li> <li>• Structural Repairs</li> <li>• Non-Structural Repairs</li> <li>• Mechanical and Electrical Systems</li> </ul>  |
| Applicable Policies         | CPP 20.1<br>KRS 197.045  |
| Institution Locations       | Luther Lockett Correctional Complex (LLCC)   |
| Additional Information      | <p>All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NOCTI Competency credential</li> </ul> |

| 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. |

| Commercial Learner's Permit (CLP) |  |
|-----------------------------------|--|
| Course Length                     | A minimum of six (6) months for completion.  |
| Educational Good Time (EGT)       | <b>90</b> days   |
| Admission Criteria                | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within ten months of enrollment date</li> <li>• The offender must have “reduced custody” classification.</li> </ul>   |
| Course Content                    | <ul style="list-style-type: none"> <li>• Chapter 1: Orientation</li> <li>• Chapter 2: Control Systems/Dashboard</li> <li>• Chapter 3: Pre- and Post-Trip Inspections</li> <li>• Chapter 4: Basic Control</li> <li>• Chapter 5: Shifting/Operating Transmissions</li> <li>• Chapter 6: Backing and Docking</li> <li>• Chapter 7: Coupling and Uncoupling</li> <li>• Chapter 8: Visual Search</li> <li>• Chapter 9: Communication</li> <li>• Chapter 10: Distracted Driving</li> <li>• Chapter 11: Speed Management</li> <li>• Chapter 12: Space Management</li> <li>• Chapter 13: Night Operation</li> <li>• Chapter 14: Extreme Driving Conditions</li> <li>• Chapter 15: Hazard Perception</li> <li>• Chapter 16: Skid Control/Recovery, Jackknifing, and Other Emergencies</li> <li>• Chapter 17: Railroad-Highway Grade Crossings</li> <li>• Chapter 18: Identification and Diagnosis of Malfunctions</li> <li>• Chapter 19: Roadside Inspections</li> <li>• Chapter 20: Maintenance</li> <li>• Chapter 21: Handling and Documenting Cargo</li> <li>• Chapter 22: Environmental Compliance Issues</li> <li>• Chapter 23: Hours of Service Requirements</li> <li>• Chapter 24: Fatigue and Wellness Awareness</li> <li>• Chapter 25: Post-Crash Procedures</li> <li>• Chapter 26: External Communications</li> <li>• Chapter 27: Whistleblower/Coercion</li> <li>• Chapter 28: Trip Planning</li> <li>• Chapter 29: Drugs/Alcohol</li> <li>• Chapter 30: Medical Requirements</li> </ul> |

| Commercial Learner's Permit (CLP) |   |
|-----------------------------------|---|
|                                   | <ul style="list-style-type: none"> <li>• Chapter 31: Human Trafficking</li> <li>• Chapter 32: Compliance, Safety, Accountability (CSA) System</li> <li>• Chapter 33: Special Rigs</li> <li>• Chapter 34: Crossing the Canadian Border</li> <li>• Chapter 35: Basic Business Practices</li> <li>• OSHA General Industry (redundant training not required)</li> </ul>   |
| Applicable Policies               | <p>CPP 20.1<br/>KRS 197.045</p>   |
| Institution Locations             | <p>Blackburn Correctional Complex (BCC)<br/>Northpoint Training Center (NTC)<br/>Roederer Correctional Complex (RCC)</p>  |
| 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>A medical screening may be required.</p> <p>Student must have record of valid operator's (drivers) license to take permit exam.</p> <p>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.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• OSHA General Industry credential (as applicable)</li> </ul> |

| Construction Craft Laborer  |  |
|-----------------------------|--|
| Course Description          | This course is designed to be an introduction to the construction industry and work ready skills   |
| Course Length               | A minimum of six (6) months for completion.  |
| Educational Good Time (EGT) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math – 496</li> </ul> </li> </ul> |

| Construction Craft Laborer |  |
|----------------------------|--|
|                            | <ul style="list-style-type: none"> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within ten months of enrollment date</li> </ul>   |
| Course Content             | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>  |
| Applicable Policies        | CPP 20.1<br>KRS 197.045  |
| Institution Locations      | Blackburn Correctional Complex (BCC)<br>Green River Correctional Complex (GRCC)<br>KY State Penitentiary (KSP)<br>Southeast State Correctional Complex (SSCC)  |
| Additional Information     | <p>All module exams must be passed by a minimum score of 70%<br/>All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.<br/>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>Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a 90-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER transcript</li> </ul> |

| Cosmetologist      |   |
|--------------------|---|
| Course Description | This course is designed to prepare students for a Kentucky cosmetologist license. |

| Cosmetologist               |  |
|-----------------------------|--|
| Course Length               | A minimum of 1500 contact hours  |
| Educational Good Time (EGT) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within twenty-four months of enrollment date</li> </ul>   |
| Course Content              | (1) Basics<br>(2) General Sciences<br>(3) Hair Care<br>(4) Skin Care<br>(5) Nails<br>(6) Business Skills<br>(7) Laws and Regulations   |
| Applicable Policies         | CPP 20.1<br>KRS Chapter 317A<br>201 KAR Chapter 12<br>KRS 197.045  |
| Institution Locations       | KY Correctional Institution for Women (KCIW)   |
| Additional Information      | <ul style="list-style-type: none"> <li>• All written and practical exams must be passed in accordance with 201 KAR 12:030</li> <li>• Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Kentucky cosmetologist license upon application &amp; approval by the Kentucky Board of Cosmetology</li> </ul> |

| Cosmetology - Esthetician |   |
|---------------------------|---|
| Course Description        | This course is designed to prepare students for Kentucky esthetician licensure. |
| Course Length             | A minimum of 750 contact hours  |

| Cosmetology - Esthetician   |  |
|-----------------------------|--|
| Educational Good Time (EGT) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within 12 months of enrollment date</li> </ul>  |
| Course Content              | (1) Basics<br>(2) General Sciences<br>(3) Skin Sciences<br>(4) Esthetics<br>(5) Business Skills<br>(6) Laws and Regulations  |
| Applicable Policies         | CPP 20.1<br>KRS Chapter 317A<br>201 KAR Chapter 12<br>KRS 197.045  |
| Institution Locations       | KY Correctional Institution for Women (KCIW)   |
| Additional Information      | <ul style="list-style-type: none"> <li>• All written and practical exams must be passed in accordance with 201 KAR 12:030</li> <li>• Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Kentucky license upon application &amp; approval by the Kentucky Board of Cosmetology</li> </ul> |

| 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)   | <b>90</b> days  |

| Cosmetology – Nail Technician |  |
|-------------------------------|--|
| Admission Criteria            | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> <li>• Offender must not be eligible for parole or serve out within 12 months of enrollment date</li> </ul>  |
| Course Content                | (1) Basics<br>(2) General Sciences<br>(3) Nail Care<br>(4) Business Skills<br>(5) Laws and Regulations   |
| Applicable Policies           | CPP 20.1<br>KRS Chapter 317A<br>201 KAR Chapter 12<br>KRS 197.045  |
| Institution Locations         | KY Correctional Institution for Women (KCIW)   |
| Additional Information        | <ul style="list-style-type: none"> <li>• All written and practical exams must be passed in accordance with 201 KAR 12:030</li> <li>• Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Kentucky license upon application &amp; approval by the Kentucky Board of Cosmetology</li> </ul> |

| 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)            | <b>90</b> days   |
| Admission Criteria                     | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• A Work Ready (NCRC or WIN) credential is required for course completion (may be completed concurrently)</li> </ul> |

| Cosmetology – Shampoo & Style Services |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>Offender must not be eligible for parole or serve out within 12 months of enrollment date</li> </ul>  |
| Course Content                         | (1) Basics<br>(2) General Sciences<br>(3) Hair Care<br>(4) Business Skills<br>(5) Laws and Regulations   |
| Applicable Policies                    | CPP 20.1<br>KRS Chapter 317A<br>201 KAR Chapter 12<br>KRS 197.045  |
| Institution Locations                  | KY Correctional Institution for Women (KCIW)   |
| Additional Information                 | <ul style="list-style-type: none"> <li>All written and practical exams must be passed in accordance with 201 KAR 12:030</li> <li>Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</li> </ul> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>KDOC course transcript</li> <li>Kentucky license upon application &amp; approval by the Kentucky Board of Cosmetology</li> </ul> |

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

| Electrical             |   |
|------------------------|---|
| Course Content         | <ul style="list-style-type: none"> <li>• Level I - Key content includes: Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, and Electrical Test Equipment.</li> <li>• Level II – Key content includes: Alternating Current, Motors: Theory and Application, Electric Lighting, Conduit Bending, Pull and Junction Boxes, Conductor Installations, Cable Tray, Conductor Terminations and Splices, Grounding and Bonding, Circuit Breakers and Fuses, Control Systems and Fundamental Concepts.</li> <li>• Level III - Key content includes: Load Calculations – Branch and Feeder Circuits, Conductor Selection and Calculations, Practical Applications of Lighting, Hazardous Locations, Overcurrent Protection, Distribution Equipment, Transformers, Commercial Electrical Services, Motor Calculations, Voice, Data, and Video, and Motor Controls.</li> </ul> |
| Applicable Policies    | CPP 20.1<br>KRS 197.045   |
| Institution Locations  | KY Correctional Institution for Women (KCIW)<br>Northpoint Training Center (NTC)<br>Western KY Correctional Complex (WKCC)  |
| Additional Information | <p>All module exams must be passed by a minimum score of 70%<br/>All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</p> <p>Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER course transcript</li> </ul>   |

| Heating, Ventilation and Air Conditioning (HVAC) |   |
|--|---|
| Course Description                               | Introduction to Heating, Ventilation, and Air Condition and work ready skills |

| Heating, Ventilation and Air Conditioning (HVAC) |   |
|--|---|
| Course Length                                    | Requires a minimum of ten (10) months for completion  |
| Educational Good Time (EGT)                      | 90 days   |
| Admission Criteria                               | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>  |
| Course Content                                   | <ul style="list-style-type: none"> <li>• Level I - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices</li> <li>• Level II - Key content includes: Introduction to HVAC, Trade Mathematics, Basic Electricity, Introduction to Heating, Introduction to Cooling, Introduction to Air Distribution Systems, Basic Copper and Plastic Piping Practices, Soldering and Brazing, and Basic Carbon Steel Piping Practices</li> <li>• Level III - Key content includes: Fasteners, Hardware and Wiring Terminations, Control Circuit and Motor Troubleshooting, Troubleshooting Cooling, Troubleshooting Heat Pumps, Troubleshooting Gas Heating, Troubleshooting Oil Heating, Troubleshooting Accessories, Zoning, Ductless, and Variable Refrigerant Flow Systems, Commercial Hydronic Systems, Steam Systems, Retail Refrigeration Systems, and Customer Relations.</li> </ul> |
| Applicable Policies                              | CPP 20.1<br>KRS 197.045   |
| Institution Locations                            | Eastern KY Correctional Complex (EKCC)<br>Luther Lockett Correctional Complex (LLCC)  |
| Additional Information                           | <p>All module exams must be passed by a minimum score of 70%<br/>All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</p> <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>   |

## Heating, Ventilation and Air Conditioning (HVAC)

|  |   |
|--|---|
|  | <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER course transcript</li> </ul> |
|--|---|

## Horticulture

|                             |   |
|-----------------------------|---|
| Course Description          | Introduction to Horticulture and work ready skills  |
| Course Length               | Requires a minimum of ten (10) months for completion  |
| Educational Good Time (EGT) | <b>90</b> days  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul> |
| Course Content              | <ul style="list-style-type: none"> <li>• General Knowledge</li> <li>• Pest and Disease Management</li> <li>• Fundamentals of Irrigation</li> <li>• Basic Nursery/Greenhouse Skills</li> <li>• Horticulture Business and Retailing</li> <li>• Landscape Design</li> <li>• Landscape Installation and Construction</li> <li>• Landscape and Turf Maintenance</li> <li>• Arboriculture</li> </ul>  |
| Applicable Policies         | CPP 20.1<br>KRS 197.045   |
| Institution Locations       | Bell County Forestry Camp (BCFC)<br>Blackburn Correctional Complex (BCC)<br>KY Correctional Institution for Women (KCIW)<br>Little Sandy Correctional Complex (LSCC)<br>Roederer Correctional Complex (RCC)<br>Western KY Correctional Complex (WKCC)   |

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

| Line Worker                 |  |
|-----------------------------|--|
| Course Description          | Introduction to line worker and work ready skills  |
| Course Length               | Requires a minimum of ten (10) months for completion   |
| Educational Good Time (EGT) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>   |
| Course Content              | <p>Introduction to the Power Industry</p> <p>Power Line Worker</p> <ul style="list-style-type: none"> <li>• 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,</li> </ul> <p>Power Line Worker: Distribution</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul> <p>Power Line Worker: Substation</p> |

| Line Worker            |  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>Level II: Introduction to Substations, Managing Electrical Hazards, Alternating Current and Three-Phase Systems, Conductors and Cables, Cable Tray, Conduit Bending, Conductor Installations, Conductor Terminations and Splicing, Grounding Systems, Grades, Concrete Work, Mechanical Construction Methods and Materials, Intermediate Rigging</li> <li>Level III: Temporary Grounding, Advanced Drawing Reading, Medium-and High-Voltage Equipment Installation, Control House, Connectors/Conductor Terminations/Splicing, Equipment Testing and Maintenance, System Protection and Control, Fundamentals of Crew Leadership</li> </ul> <p>Power Line Worker: Transmission</p> <ul style="list-style-type: none"> <li>Level II: Alternating Current and Three-Phase Systems, Transmission Structure Rigging, Transmission Structure Erection, Transmission Equipment Installation, Transmission System Maintenance</li> <li>Level III: Construction/Maintenance/Repair- Live-Line Barehand, Reconductoring Transmission Lines, Construction/Maintenance/Repair- Hot Stick, Lift Planning</li> </ul> |
| Applicable Policies    | CPP 20.1<br>KRS 197.045  |
| Institution Locations  | Eastern KY Correctional Complex (EKCC)   |
| Additional Information | <p>All module exams must be passed by a minimum score of 70%<br/>All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</p> <p>Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are stored and become a portable record of the candidate’s training and assessment achievements.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a 90-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>KDOC course transcript</li> <li>NCCER course transcript</li> </ul>   |

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

| Plumbing                    |   |
|-----------------------------|---|
| Educational Good Time (EGT) | 90 days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>  |
| Course Content              | <ul style="list-style-type: none"> <li>• Level I – 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</li> <li>• 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</li> <li>• Level III – Applied Math, Service Plumbing, Sizing and Protecting the Water Supply System, Potable Water Supply Treatment, Type of Venting, Sizing DWV and Storm Systems, Sewage Pumps and Sump Pumps, Corrosive-Resistant Waste Piping, Compressed Air</li> <li>• Level IV – Business Principles for Plumbers, Fundamentals of Crew Leadership, Water Pressure Booster and Recirculation Systems, Indirect and Special Waste, Hydronic and Solar Heating Systems, Codes, Private Water Supply Well Systems, Private Waste-Disposal Systems, Swimming Pools and Hot Tubs, Plumbing for Mobile Homes and Travel Trailer Parks, Introduction to Medical Gas and Vacuum Systems</li> </ul> |
| Applicable Policies         | CPP 20.1<br>KRS 197.045   |
| Institution Locations       | Green River Correctional Complex (GRCC)<br>Little Sandy Correctional Complex (LSCC)   |
| Additional Information      | <p>All module exams must be passed by a minimum score of 70%<br/>All performance exercises must be completed as “Satisfactory” in accordance with NCCER standards.</p> <p>Assessment results will be maintained in NCCER’s National Registry and become a part of each candidate’s assessment records. These records are</p>  |

| Plumbing |   |
|----------|---|
|          | <p>stored and become a portable record of the candidate’s training and assessment achievements.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NCCER course transcript</li> </ul> |

| 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) | <b>90</b> days  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date.</li> </ul> |
| Course Content              | <ul style="list-style-type: none"> <li>• Safety</li> <li>• General Shop Practices</li> <li>• Maintenance</li> <li>• Lubrication Systems</li> <li>• Fuel Systems Fundamentals</li> <li>• Governor</li> <li>• Ignition</li> <li>• Starters &amp; Charging Systems</li> <li>• Cylinder Head &amp; Valve, Service &amp; Maintenance</li> <li>• Engine Assembly</li> <li>• Troubleshooting</li> </ul>  |
| Applicable Policies         | CPP 20.1<br>KRS 197.045   |
| Institution Locations       | Eastern KY Correctional Complex (EKCC)<br>Little Sandy Correctional Complex (LSCC)  |

| Small Engine Technology |  |
|-------------------------|--|
| Additional Information  | <p>All final NOCTI exam results must meet or exceed current NOCTI standards for course completion.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• NOCTI Competency credential</li> </ul> |

| Welding                     |  |
|-----------------------------|--|
| Course Description          | Introduction to Welding and work ready skills  |
| Course Length               | Requires a minimum of ten (10) months for completion   |
| Educational Good Time (EGT) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• CT-Fundamentals completed transcript (or concurrent enrollment)</li> <li>• Offender must not be eligible for parole or serve out within 15 months of enrollment date</li> </ul>   |
| Course Content              | <ul style="list-style-type: none"> <li>• Level I - Key content includes Welding Safety, Oxyfuel Cutting, Plasma Arc Cutting, Air Carbon Arc Cutting and Gouging, Base Metal Preparation, Weld Quality, SMAW – Equipment and Safety, Shielded Metal Arc Electrodes, SMAW – Beads and Fillet Welds, Joint Fit-Up and Alignment, SMAW – Groove Welds and Backing, and SMAW – Open V-Groove Welds.</li> <li>• Level II - Key content includes Welding Symbols, Reading Welding Detail Drawings, Physical Characteristics and Mechanical Properties of Metals, Preheating and Postheating of Metals, GMAW &amp; FCAW - Equipment and Filler Metals, GMAW &amp; FCAW – Plate, GTAW - Equipment and Filler Metal, and GTAW – Plate</li> </ul> |
| Applicable Policies         | CPP 20.1<br>KRS 197.045  |
| Institution Locations       | Luther Lockett Correctional Complex (LLCC)<br>Northpoint Training Center (NTC)   |

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

## 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)    | <b>90 days</b>   |
| Admission Criteria             | <ul style="list-style-type: none"> <li>• Must have a GED® or a high school diploma</li> <li>• Offender must not be eligible for parole or serve out within 6 months of enrollment date.</li> <li>• Offender cannot be dual enrolled in any other course, program or job classification interfering with class attendance.</li> </ul>   |
| Course Content                 | <ul style="list-style-type: none"> <li>• Union structure and employment</li> <li>• History of the ironworkers</li> <li>• Shop safety / personal protective equipment</li> <li>• OSHA 10 Hour for Construction</li> <li>• Hand and power tools for ironwork</li> <li>• Fire watch training</li> <li>• Crane signaling</li> <li>• Welding</li> <li>• Glass wall &amp; window systems</li> </ul>  |

| Ironworkers Pre-Apprenticeship |  |
|--------------------------------|--|
|                                | <ul style="list-style-type: none"> <li>• Construction layout fundamentals &amp; instruments</li> <li>• Basic math for ironworkers</li> <li>• Aerial lift training</li> <li>• Rigging</li> <li>• Knot tying</li> <li>• Reinforcing steel</li> <li>• Structural steel erection</li> </ul>  |
| Applicable Policies            | CPP 20.1<br>KRS 197.045  |
| Institution Locations          | Luther Lockett Correctional Complex (LLCC),<br>Northpoint Training Center (NTC)  |
| Additional Information         | <p>All module exams must be passed with a minimum score of 70%<br/>           All performance exercises must be completed as "Satisfactory"</p> <p>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.</p> <p>Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90-day</b> EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• OSHA Construction 10-Hour card (as applicable)</li> </ul> |

| Painters Pre-Apprenticeship |   |
|-----------------------------|---|
| Course Description          | <p>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 basic skills required to be efficient and productive on jobsites as a finishing tradesman.</p> |

| Painters Pre-Apprenticeship |   |
|-----------------------------|---|
| Course Length               | Programmed for 4 weeks (20 days), 96 contact hours  |
| Educational Good Time (EGT) | <b>90</b> days  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• Must have a GED® or a high school diploma</li> <li>• Offender must not be eligible for parole or serve out within 6 months of enrollment date.</li> <li>• Offender cannot be dual enrolled in any other course, program or job classification interfering with class attendance.</li> </ul>  |
| Course Content              | <ul style="list-style-type: none"> <li>• Orientation</li> <li>• OSHA</li> <li>• First Aid CPR</li> <li>• LEAD</li> <li>• Scaffold Awareness</li> <li>• Fall Protection Awareness</li> <li>• Soft Skills</li> <li>• Interview Skills</li> <li>• Hands-on: Drywall</li> <li>• Hands-on: Paint</li> <li>• Aerial Lifts (Virtual)</li> <li>• Program Completion</li> </ul>  |
| Applicable Policies         | CPP 20.1<br>KRS 197.045   |
| Institution Locations       | KY Correctional Institution for Women (KCIW)  |
| Additional Information      | <p>All module exams must be passed with a minimum score of 70%<br/>All performance exercises must be completed as “Satisfactory”</p> <p>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.</p> <p>Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> </ul> |

## Painters Pre-Apprenticeship

- 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          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• Offender must not be eligible for parole or serve out within 10 months of enrollment date.</li> </ul>   |
| Course Content              | <ul style="list-style-type: none"> <li>• Overview of Computers (hardware, software, language of computers)</li> <li>• The Internet (web searches, email, social media, privacy)</li> <li>• Document Processing (Microsoft Word)</li> <li>• Spreadsheets (Microsoft Excel)</li> <li>• Presentations (Microsoft PowerPoint)</li> <li>• Introduction to Web Design (HTML, web design basics)</li> </ul>                                   |
| Applicable Policies         | CPP 20.1<br>KRS 197.045  |
| Institution Locations       | Lee Adjustment Center (LAC)  |
| Additional Information      | <p>Work Ready assessment must be completed at the achievement level 3 (Silver), level 4 (Gold), or level 5 (Platinum) prior to course completion.</p> <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a 90-day EGT award.</p> <p>The offender will receive:</p> |

## Fuel Ed: Computer Literacy

- 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) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• TABE assessment minimum scores earned within a year of enrollment. <ul style="list-style-type: none"> <li>○ Reading – 501</li> <li>○ Math - 496</li> </ul> </li> <li>• Successful completion of <i>Fuel Ed Computer Literacy</i></li> <li>• Offender must not be eligible for parole or serve out within 10 months of enrollment date.</li> </ul>  |
| Course Content              | <ul style="list-style-type: none"> <li>• Taking apart and reassembling a computer</li> <li>• All about motherboards</li> <li>• Processors and upgrading memory</li> <li>• Power supplies and troubleshooting computer problems</li> <li>• Hard drives and storage devices</li> <li>• Supporting I/O devices</li> <li>• Networking fundamentals</li> <li>• Network infrastructure and cloud computing</li> <li>• Supporting mobile devices</li> <li>• Supporting printers</li> <li>• Installing and maintaining Windows</li> <li>• Supporting macOS</li> <li>• Network security</li> <li>• Linux and scripting</li> </ul> |
| Applicable Policies         | CPP 20.1<br>KRS 197.045  |
| Institution Locations       | Lee Adjustment Center (LAC)  |

| Fuel Ed: A+ Computer Management |  |
|---------------------------------|--|
| Additional Information          | <p>Upon successful completion of all course requirements, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>• KDOC course transcript</li> <li>• Fuel Ed Credential</li> </ul> |

## Braille

| Literary Certification      |  |
|-----------------------------|--|
| Course Description          | This course in literary braille transcribing teaches students to transcribe print materials into braille. Lessons include covering the braille alphabet, contractions, and rules for writing braille. Lessons describe the elements of the braille system, give examples, and provide practice drills.   |
| Course Length               | 9 - 12 months  |
| Educational Good Time (EGT) | EGT not awarded  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• 6 months of clear conduct</li> <li>• Application process through Kentucky Correctional Industries (KCI) for employment</li> </ul>  |
| Course Content              | <p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> <li>• 20 lessons: At the end of each lesson is an exercise with sentences or short passages testing comprehension and reviewing concepts and rules from earlier lessons.</li> <li>• Learning Perkins Braille Writer (6-key entry on braille typewriter)</li> <li>• Learn and use Perky Duck (6-key entry computer program)</li> <li>• At Lesson 19, Part 2: Application process through the National Federation of the Blind</li> <li>• Certification test consists of transcribing a 35-page manuscript with 80% accuracy</li> </ul> <p>Instruction manuals:</p> <ul style="list-style-type: none"> <li>• Instruction Manual for Braille Transcribing-UEB Edition, 2015</li> <li>• The Rules of Unified English Braille Second Edition 2013</li> <li>• Drills Reproduced in Braille-UEB Edition, 2015</li> </ul> |
| Applicable Policies         | CPP 20.1   |
| Institution Locations       | KY Correctional Institution for Women (KCIW)   |

| Literary Certification |  |
|------------------------|--|
| Additional Information | <p>There is no good time credit awarded for this prerequisite.</p> <p>Course completion is a prerequisite for other transcribing and proofreading courses.</p> <ul style="list-style-type: none"> <li>• Upon successful completion, the student will receive a Library of Congress certificate in literary braille transcribing which qualifies the recipient to transcribe general literary materials.</li> <li>• The certificate is mailed to the student, who is responsible for submitting it to the Education Administrator for entry into KOMS.</li> </ul> |

| Music                       |   |
|-----------------------------|---|
| Course Description          | This course teaches students to transcribe print music materials into braille.  |
| Course Length               | 9 - 12 months   |
| Educational Good Time (EGT) | <b>90 days</b>  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• Employed by KCI</li> <li>• Background in music (i.e., can read standard music notation, knowledge of music theory, familiarity with common musical terms);</li> <li>• Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months</li> <li>• Application process through the National Federation of the Blind</li> </ul>                 |
| Course Content              | <p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> <li>• Use of Duxbury Program</li> <li>• Certification test consists of submitting a transcription of a partial score chosen by the instructor with 80% accuracy</li> </ul> <p>Instruction manuals:</p> <ul style="list-style-type: none"> <li>• Music Braille Code, 2015</li> <li>• Introduction to Braille Music Transcription</li> </ul> |
| Applicable Policies         | CPP 20.1<br>KRS 197.045   |
| Institution Locations       | KY Correctional Institution for Women (KCIW)  |
| Additional Information      | <ul style="list-style-type: none"> <li>• Upon successful completion, the student will receive a Library of Congress certificate in music braille transcribing.</li> <li>• The Operations Manager will give the student transcript to the Education Administrator to be submitted to Central Office at</li> </ul>  |

| Music |  |
|-------|--|
|       | <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> -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) | <b>90</b> days   |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• Employed by KCI</li> <li>• Library of Congress Certification in Literary Braille Transcribing for a minimum of 6 months</li> <li>• Application process through the National Federation of the Blind</li> </ul>   |
| Course Content              | <p>The course curriculum is through the National Federation of the Blind.</p> <ul style="list-style-type: none"> <li>• Use of Duxbury Program</li> <li>• Certification test with 80% accuracy</li> </ul> <p>Instruction manuals:</p> <ul style="list-style-type: none"> <li>• Introduction to Braille Mathematics (and errata)</li> <li>• The Nemeth Code for Mathematics and Science Notation, 1972 Revision</li> </ul>   |
| Applicable Policies         | CPP 20.1<br>KRS 197.045  |
| Institution Locations       | KY Correctional Institution for Women (KCIW)   |
| Additional Information      | <ul style="list-style-type: none"> <li>• Upon completion of all lessons, the student has 6 months to complete the certification test. If the first attempt is failed, the student has an additional 6 months to re-take the exam.</li> <li>• Upon successful completion, the student will receive a Library of Congress certificate in mathematics braille transcribing.</li> <li>• The Operations Manager will give the student transcript to the Education Administrator to be submitted to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award upon successful course completion.</li> </ul> |

## Ancillary Courses

| In2Work                     |   |
|-----------------------------|---|
| Course Description          | <p>The In2Work course teaches the fundamentals of working in a food service environment, building skills and experience that can be leveraged to re-enter the workforce.</p> <p>The program includes formal vocational training in both the classroom and the kitchen, to include hands-on work experience. Kitchen basics is designed to build upon skills taught and an introduction to food safety concepts that are presented in the ServSafe certification program.</p>  |
| Course Length               | 6 months  |
| Educational Good Time (EGT) | <b>90</b> days  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• GED® or a high school diploma</li> <li>• Offenders are required to work in the kitchen during enrollment.</li> <li>• Food service experience (preferred but not required)</li> </ul> <p>The program is available to inmates assigned to the food service area and those closest to their release date.</p>   |
| Course Content              | <p>Three phases:</p> <ul style="list-style-type: none"> <li>• Kitchen Basics – 7 modules &amp; final exam: Hygiene &amp; Health, Cleaning &amp; Sanitation, Receiving &amp; Storing Food, Temperature for Food Safety, Safety in the Workplace, Recipes &amp; Preparing for Production, Success in Food Service</li> <li>• Food Service Management – 3 modules &amp; final exam: Operations Management, Managing Employees &amp; Guests, Managing Finances</li> <li>• 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.</li> </ul> <p>Progress checks and tests measure comprehension and help track the program successes.</p> |
| Applicable Policies         | <p>CPP 20.1<br/>KRS 197.045</p>   |
| Institution Locations       | Available at all institutions   |
| Additional Information      | <ul style="list-style-type: none"> <li>• Successful course completion requires a minimum passing score of 70% on the ServSafe® certification exam, in accordance with ServSafe® standards.</li> </ul>   |

| In2Work |   |
|---------|---|
|         | <ul style="list-style-type: none"> <li>• Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90-day</b> EGT award.</li> <li>• ServSafe® recertification every 5 years (<b>recertification does not earn EGT and individual must be actively working in Food Service area.</b>)</li> </ul> |

| Safety Specialist           |   |
|-----------------------------|---|
| Course Description          | <p>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.</p>   |
| Course Length               | A minimum of 76 hours within a minimum of 6 months.   |
| Educational Good Time (EGT) | <b>90 days</b>  |
| Admission Criteria          | <ul style="list-style-type: none"> <li>• Must have a GED® or a high school diploma</li> <li>• Offender must not be eligible for parole or serve out within 10 months of enrollment date.</li> </ul>   |
| Course Content              | <p>OSHA Construction 30-Hour card</p> <ul style="list-style-type: none"> <li>• Introduction to OSHA</li> <li>• OSHA Focus Four Hazards <ul style="list-style-type: none"> <li>• Falls</li> <li>• Electrocutation</li> <li>• Struck-By</li> <li>• Caught-In or Between</li> </ul> </li> <li>• Personal Protective and Lifesaving Equipment</li> <li>• Health Hazards in Construction</li> <li>• At least 2 of the following electives <ul style="list-style-type: none"> <li>• Cranes, Derricks, Hoists, Elevators, and Conveyors</li> <li>• Excavations</li> <li>• Materials Handling, Storage, Use and Disposal</li> <li>• Scaffolds</li> <li>• Stairways and Ladders</li> <li>• Tools - Hand and Power</li> </ul> </li> </ul> <p>OSHA General Industry 30-Hour card</p> <ul style="list-style-type: none"> <li>• Introduction to OSHA</li> <li>• Walking and Working Surfaces, including fall protection</li> </ul> |

| Safety Specialist      |  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection</li> <li>Electrical</li> <li>Personal Protective Equipment</li> <li>Hazard Communication</li> <li>At least 2 of the following electives:               <ul style="list-style-type: none"> <li>Hazardous Materials.</li> <li>Materials Handling.</li> <li>Machine Guarding.</li> <li>Introduction to Industrial Hygiene.</li> <li>Bloodborne Pathogens.</li> <li>Ergonomics.</li> <li>Safety and Health Program.</li> <li>Fall Protection.</li> </ul> </li> </ul> <p>CPR/First Aid/AED or higher level (8 hours)<br/>Forklift Training and/or Other Powered Industrial Trucks and/or Large/Heavy Equipment (8 hours)</p> |
| Applicable Policies    | CPP 20.1<br>KRS 197.045  |
| Institution Locations  | Blackburn Correctional Complex (BCC)<br>Northpoint Training Center (NTC)   |
| Additional Information | <p>Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90-day</b> EGT award.</p> <p>The offender will receive:</p> <ul style="list-style-type: none"> <li>KDOC course transcript</li> <li>OSHA Construction 30-Hour card (Issued during course)</li> <li>OSHA General Industry 30-Hour card (Issued during course)</li> <li>Heart Saver Card</li> </ul>  |

| 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> |

| <b>Second Chances Groom Elite (AKA: Thoroughbred Retirement Farm)</b> |   |
|---|---|
| <b>Course Length</b>  | <p><b>Minimum of 600 hours total</b></p> <ul style="list-style-type: none"> <li><b>Phase I - SCBG099:</b> Minimum of 200 hours of equine facility work and classroom study. 60 hours of classroom and 140 hours of practical application working with horses including maintenance of stalls and stable facility and other equine farm related chores (repairing fence, landscape maintenance, hay storage, etc.)</li> <li><b>Phase II - SCGE101:</b> Minimum of 400 hours of equine facility work and classroom study. 150 hours of classroom and 250 hours of practical application working with horses including maintenance of stalls and stable facility and other equine farm related chores (repairing fence, landscape maintenance, hay storage, etc.)</li> </ul>   |
| <b>Educational Good Time (EGT)</b>                                    | <b>90 days</b>  |
| <b>Admission Criteria</b>   | <ul style="list-style-type: none"> <li>Must have a GED® or a high school diploma</li> <li>Not Eligible for parole or release within six months</li> <li>No charges involving animal cruelty or animal abuse</li> <li>Must have 6-months clear conduct</li> </ul>  |
| <b>Course Content</b>   | <p>Phase I: Second Chances Basic Grooming (SCBG) 099<br/>Modules</p> <ul style="list-style-type: none"> <li>09901 - Introduction and Terminology</li> <li>09902 – Horse Behavior and Natural Horsemanship</li> <li>09903 - Grooming Procedures</li> <li>09904 - Bandaging and Tack Identification</li> <li>09905 – Competency Assessment (performance)</li> </ul> <p>Phase 2: Second Chances Groom Elite (SCGE) 101<br/>Modules</p> <ul style="list-style-type: none"> <li>10101 - Horse Behavior and Tools for Humane Restraint</li> <li>10102 - Height, Weight, Body Condition Score</li> <li>10103 - Equine Health Check</li> <li>Conformation, Leg Structure &amp; Travel</li> <li>10104 – Equine Conformation, Leg and Foot Anatomy</li> <li>10105 – Bandaging</li> <li>10106 - Tacking</li> <li>10107 - Digestive System - Anatomy and Principles of Feeding Horses</li> <li>10108 - Performance Day Procedures, Sample Collection for drug testing</li> <li>10109 – Comprehensive Written Assessment (min. passing score 80%)</li> </ul> |

| Second Chances Groom Elite (AKA: Thoroughbred Retirement Farm) |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• 10110 – Comprehensive Practical Assessment (performance)</li> </ul>   |
| Applicable Policies  | CPP 20.1<br>KRS 197.045  |
| Institution Locations  | Blackburn Correctional Complex (BCC)<br>Roederer Correctional Complex (RCC)  |
| 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. <b><i>These certificates do not lead to additional good time awards.</i></b></p> <ul style="list-style-type: none"> <li>• <i>Certified Entry Level Groom</i> – Holder may board up to five horses.</li> <li>• <i>Certified Basic Level Groom</i> – Holder may board up to ten horses.</li> </ul> <p>Upon successful completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90-day</b> 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 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.</p> |
| Course Length                                 | <p>Course length is dependent on experience:<br/>           One (1) year of acceptable operation of a waste-water treatment plant shall be required.</p>  |
| Educational Good Time (EGT)                   | <b>90 days</b>  |
| Admission Criteria                            | <ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Wastewater Treatment Class I course.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>   |

| Wastewater Treatment Plant Operator – Class I |  |
|---|--|
| Course Content                                | <ul style="list-style-type: none"> <li>• The Certified Plant Operator</li> <li>• KPDES Permitting Program</li> <li>• Biology</li> <li>• Preliminary Treatment</li> <li>• Physical &amp; Biological Treatment Processes</li> <li>• Digesters</li> <li>• Disinfection</li> <li>• Flow Measurement</li> <li>• Pumps and Motors</li> <li>• Hazards</li> <li>• Final Certification Exam (minimum score of 70%)</li> </ul> |
| Applicable Policies                           | Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and<br>401 KAR 11:001<br>401 KAR 11:010<br>401 KAR 11:020<br>401 KAR 11:030<br>401 KAR 11:050<br>401 KAR 11:060<br>KRS 197.045  |
| Institution Locations                         | Bell County Forestry Camp (BCFC)<br>KY State Penitentiary (KSP)<br>Roederer Correctional Complex (RCC)   |
| Additional Information                        | Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a 90-day EGT award.<br><br>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 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.</p> |

| Wastewater Treatment Plant Operator – Class II |  |
|--|--|
| Course Length                                  | Course length is dependent on experience:<br>Two (2) years* of acceptable operation of a waste-water treatment plant shall be required.<br><i>(*Two (2) years includes one (1) year experience as a Class I operator.)</i>   |
| Educational Good Time (EGT)                    | <b>90</b> days   |
| Admission Criteria                             | <ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Wastewater Treatment Class II course.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>                             |
| Course Content                                 | <ul style="list-style-type: none"> <li>• The Certified Plant Operator</li> <li>• KPDES Permitting Program</li> <li>• Biology</li> <li>• Preliminary Treatment</li> <li>• Physical &amp; Biological Treatment Processes</li> <li>• Digesters</li> <li>• Disinfection</li> <li>• Flow Measurement</li> <li>• Pumps and Motors</li> <li>• Hazards</li> <li>• Final Certification Exam (minimum score of 70%)</li> </ul> |
| Applicable Policies                            | Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and<br>401 KAR 11:001<br>401 KAR 11:010<br>401 KAR 11:020<br>401 KAR 11:030<br>401 KAR 11:050<br>401 KAR 11:060<br>KRS 197.045  |
| Institution Locations                          | Bell County Forestry Camp (BCFC)<br>KY State Penitentiary (KSP)<br>Roederer Correctional Complex (RCC)   |
| Additional Information                         | Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> -day EGT award.<br><br>Requires recertification ( <i>recertification does not earn EGT</i> )   |

| Wastewater Treatment Plant Operator – Class III |   |
|---|---|
| Course Description                              | <p>The Wastewater Treatment Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements, submitting the applicable forms, and by passing the certification examination in accordance with the Kentucky Division of Compliance Assistance (DCA).</p> <p>There are multiple levels of 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.</p> |
| Course Length                                   | <p>Course length is dependent on experience:<br/>           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.<br/> <i>(*Three (3) years includes one (1) year as a Class II operator and an additional year as a Class I operator.)</i></p>   |
| Educational Good Time (EGT)                     | <b>90</b> days  |
| Admission Criteria                              | <ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Wastewater Treatment Class III course.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>   |
| Course Content                                  | <ul style="list-style-type: none"> <li>• The Certified Plant Operator</li> <li>• KPDES Permitting Program</li> <li>• Biology</li> <li>• Preliminary Treatment</li> <li>• Physical &amp; Biological Treatment Processes</li> <li>• Digesters</li> <li>• Disinfection</li> <li>• Flow Measurement</li> <li>• Pumps and Motors</li> <li>• Hazards</li> <li>• Final Certification Exam (minimum score of 70%)</li> </ul>  |
| Applicable Policies                             | <p>Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and</p> <p>401 KAR 11:001<br/>           401 KAR 11:010<br/>           401 KAR 11:020<br/>           401 KAR 11:030<br/>           401 KAR 11:050</p>   |

| Wastewater Treatment Plant Operator – Class III |  |
|---|--|
|   | 401 KAR 11:060<br>KRS 197.045  |
| Institution Locations                           | Bell County Forestry Camp (BCFC)<br>KY State Penitentiary (KSP)<br>Roederer Correctional Complex (RCC)   |
| Additional Information                          | Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> -day EGT award.<br><br>Requires recertification ( <i>recertification does not earn EGT</i> ) |

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

| Water Treatment Plant Operator – Class IA-D |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Iron and Manganese</li> <li>• Taste and Odor Control</li> <li>• Fluoridation</li> <li>• Stabilization</li> <li>• Cross Connections</li> <li>• Final Certification Exam (minimum passing score of 70%)</li> </ul>                              |
| Applicable Policies                         | Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and<br>401 KAR 11:001<br>401 KAR 11:010<br>401 KAR 11:020<br>401 KAR 11:030<br>401 KAR 11:050<br>401 KAR 11:060<br>KRS 197.045  |
| Institution Locations                       | Bell County Forestry Camp (BCFC)<br>KY State Penitentiary (KSP)  |
| Additional Information                      | Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> -day EGT award.<br><br>Requires recertification ( <i>recertification does not earn EGT</i> ) |

*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:<br>Two (2) years of experience operating a public water treatment plant, with six (6) months of that experience in a Class IIA, IIIA or IVA treatment plant.   |
| Educational Good Time (EGT)                | <b>90 days</b>   |
| Admission Criteria                         | <ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> </ul>  |

| Water Treatment Plant Operator – Class IIA |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IIA course.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>   |
| Course Content                             | <ul style="list-style-type: none"> <li>• The Surface Water Treatment Plant Operator</li> <li>• Water Sources</li> <li>• Water Characteristics and Chemistry</li> <li>• Coagulation</li> <li>• Flocculation</li> <li>• Sedimentation</li> <li>• Alternative Treatment Processes</li> <li>• Filtration</li> <li>• Disinfection</li> <li>• Bacteriological Monitoring</li> <li>• Iron and Manganese</li> <li>• Taste and Odor Control</li> <li>• Fluoridation</li> <li>• Stabilization</li> <li>• Cross Connections</li> <li>• Final Certification Exam (minimum passing score of 70%)</li> </ul> |
| Applicable Policies                        | <p>Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and</p> <p>401 KAR 11:001<br/> 401 KAR 11:010<br/> 401 KAR 11:020<br/> 401 KAR 11:030<br/> 401 KAR 11:050<br/> 401 KAR 11:060<br/> KRS 197.045</p>   |
| Institution Locations                      | <p>Bell County Forestry Camp (BCFC)<br/> KY State Penitentiary (KSP)</p>   |
| Additional Information                     | <p>Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b>-day EGT award.</p> <p>Requires recertification (<i>recertification does not earn EGT</i>)</p>   |

| Water Treatment Plant Operator – Class IIIA |   |
|---|---|
| Course Description                          | <p>The Water Treatment System Operator Certification Program, administered by the Division of Compliance Assistance, is required by regulation. Certification is obtained by meeting minimum education and experience requirements,</p> |

| Water Treatment Plant Operator – Class IIIA |  |
|---|--|
|   | 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:<br>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)                 | <b>90</b> days   |
| Admission Criteria                          | <ul style="list-style-type: none"> <li>• Inmates with a GED® or a high school diploma are eligible to participate.</li> <li>• The offender must not be eligible for meeting the Parole Board or serve out within twenty-four (24) months of being accepted into the Drinking Water Treatment Class IIIA course.</li> <li>• The offender must have “reduced custody” classification.</li> </ul>   |
| Course Content                              | <ul style="list-style-type: none"> <li>• The Surface Water Treatment Plant Operator</li> <li>• Water Sources</li> <li>• Water Characteristics and Chemistry</li> <li>• Coagulation</li> <li>• Flocculation</li> <li>• Sedimentation</li> <li>• Alternative Treatment Processes</li> <li>• Filtration</li> <li>• Disinfection</li> <li>• Bacteriological Monitoring</li> <li>• Iron and Manganese</li> <li>• Taste and Odor Control</li> <li>• Fluoridation</li> <li>• Stabilization</li> <li>• Cross Connections</li> <li>• Final Certification Exam (minimum passing score of 70%)</li> </ul> |
| Applicable Policies                         | Requirements are set forth by the DCA (Kentucky Division of Compliance Assistance) and<br>401 KAR 11:001<br>401 KAR 11:010<br>401 KAR 11:020<br>401 KAR 11:030<br>401 KAR 11:050<br>401 KAR 11:060<br>KRS 197.045  |

| Water Treatment Plant Operator – Class IIIA |   |
|---|---|
| Institution                                 | Bell County Forestry Camp (BCFC)  |
| Locations                                   | KY State Penitentiary (KSP)   |
| Additional Information                      | Upon completion, the Education Administrator will submit the student transcript to Central Office at <a href="mailto:DOCEdu.Registrar@ky.gov">DOCEdu.Registrar@ky.gov</a> for a <b>90</b> -day EGT award. |
|   | Requires recertification ( <i>recertification does not earn EGT</i> )   |

## Appendix A: Education Course Matrix for Adult Institutions

| Course                                 | 90 Days<br>GT<br>Credit | BCFC | BCC | EKCC | GRCC | KCIW | KSP | KSR | LAC | LSCC | LLCC | NTC | RCC | SSCC | WKCC |
|--|-------------------------|------|-----|------|------|------|-----|-----|-----|------|------|-----|-----|------|------|
| GED®                                   | X                       | A    | A   | A    | A    | A    | A   | A   | A   | A    | A    | A   | A   | A    | A    |
| High School Diploma                    | X                       | N    | N   | N    | N    | N    | N   | N   | N   | N    | N    | N   | N   | N    | N    |
| Apprentice Barber                      | X                       |      |     |      |      |      |     |     |     |      | N    |     |     |      |      |
| Aquaponics                             | X                       |      |     |      |      |      |     |     |     | A    |      |     |     |      |      |
| Auto Technology                        | X                       |      |     | A    |      |      |     |     |     |      | X    |     |     |      |      |
| Braille Literary Certification         |                         |      |     |      |      | A    |     |     |     |      |      |     |     |      |      |
| Braille Music                          | X                       |      |     |      |      | A    |     |     |     |      |      |     |     |      |      |
| Braille Nemeth                         | X                       |      |     |      |      | A    |     |     |     |      |      |     |     |      |      |
| Carpentry                              | X                       |      |     | A    |      |      |     |     | A   | A    |      | A   |     |      | A    |
| Collision Repair                       | X                       |      |     |      |      |      |     |     |     |      | A    |     |     |      |      |
| Commercial Learner's Permit            | X                       |      | N   |      |      |      |     |     |     |      |      | A   | N   |      |      |
| Construction Craft Laborer             | X                       |      | A   |      | A    |      | A   |     |     |      |      |     |     | A    |      |
| Cosmetologist                          | X                       |      |     |      |      | A    |     |     |     |      |      |     |     |      |      |
| Cosmetology - Esthetician              | X                       |      |     |      |      | N    |     |     |     |      |      |     |     |      |      |
| Cosmetology – Nail Technician          | X                       |      |     |      |      | N    |     |     |     |      |      |     |     |      |      |
| Cosmetology – Shampoo & Style Services | X                       |      |     |      |      | A    |     |     |     |      |      |     |     |      |      |
| CT Fundamentals                        | X                       | A    | A   | A    | A    | A    | A   |     | A   | A    | A    | A   | A   | A    | A    |
| Electricity                            | X                       |      |     |      |      | A    |     |     |     |      |      | A   |     |      | A    |
| Fuel Ed: Computer Literacy             | X                       |      |     |      |      |      |     |     | A   |      |      |     |     |      |      |
| Fuel Ed: A+ Computer Management        | X                       |      |     |      |      |      |     |     | A   |      |      |     |     |      |      |
| Horticulture                           | X                       | A    | A   |      |      | A    |     |     |     | A    |      |     | A   |      | A    |
| HVAC                                   | X                       |      |     | A    |      |      |     |     |     |      | N    |     |     |      |      |
| In2Work                                | X                       | A    | A   | A    | A    | A    | A   |     | A   | A    | A    | A   | A   | A    | A    |
| Ironworkers Pre-Apprenticeship         | X                       |      |     |      |      |      |     |     |     |      | A    | A   |     |      |      |

|                                       |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |
|---------------------------------------|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|
| Line Worker                           | X |   |   | N |   |   |   |  |   |   |   |   |   |   |   |
| Painters Pre-Apprenticeship           | X |   |   |   |   | X |   |  |   |   |   |   |   |   |   |
| Plumbing                              | X |   |   |   | N |   |   |  |   | A |   |   |   |   |   |
| Safety Specialist                     | X |   | A |   |   |   |   |  |   |   |   | A |   |   |   |
| Second Chances Groom Elite (AKA: TRF) | X |   | A |   |   |   |   |  |   |   |   |   |   | N |   |
| Small Engine Technology               | X |   |   | A |   |   |   |  |   | A |   |   |   |   |   |
| Wastewater Treatment Plant Operator   | X | A |   |   |   |   | A |  |   |   |   |   |   | A |   |
| Water Treatment Plant Operator        | X | A |   |   |   |   | A |  |   |   |   |   |   |   |   |
| Welding                               | X |   |   |   |   |   |   |  |   |   | A | A |   |   |   |
| Associates of Arts Degree*            | X | A | A | A | A | A | A |  | A | A | A | A | A | A | A |
| Associates of Applied Science Degree* | X | A | A | A | A | A | A |  | A | A | A | A | A | A | A |
| Associates in Science Degree*         | X | A | A | A | A | A | A |  | A | A | A | A | A | A | A |
| Bachelor's-Level Degree*              | X | A | A | A | A | A | A |  | A | A | A | A | A | A | A |
| Master's-Level Degree*                | X | A | A | A | A | A | A |  | A | A | A | A | A | A | A |

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

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

**Legend**

|   |                                     |
|---|-------------------------------------|
| A | Actively being facilitated          |
| T | Not facilitated in the last 30 days |
| X | Not facilitated in the last 60 days |
| N | New course added                    |

## Appendix B: Postsecondary Matrix for Adult Institutions

| College/University                                       | BCFC | BCC | EKCC | GRCC | KCIW | KSP | KSR | LAC | LSCC | LLCC | NTC | RCC | SSCC | WKCC |
|--|------|-----|------|------|------|-----|-----|-----|------|------|-----|-----|------|------|
| Ashland Community & Technical College (ACTC)             |      |     |      |      |      |     |     |     | A    |      |     |     |      |      |
| Bluegrass Community & Technical College (BCTC)           |      | A   |      |      |      |     |     |     |      |      | A   |     |      |      |
| Big Sandy Community & Technical College (BSCTC)          |      |     |      |      |      |     |     |     |      |      |     |     | A    |      |
| Hazard Community & Technical College (HCTC)              |      |     |      |      |      |     |     | A   |      |      |     |     |      |      |
| Jefferson Community & Technical College (JCTC)           |      |     |      |      | X    |     |     |     |      | A    |     | A   |      |      |
| Kentucky Christian University (KCU)                      |      |     |      |      |      |     |     |     | X    |      |     |     |      |      |
| Kentucky State University (KSU)                          |      |     |      |      |      |     |     |     |      | A    | A   | A   |      |      |
| Madisonville Community College (MCC)                     |      |     |      | A    |      |     |     |     |      |      |     |     |      |      |
| Maysville Community & Technical College (MCTC)           |      |     | A    |      |      |     |     |     |      |      |     |     |      |      |
| Simmons College of Kentucky (SCKY)                       |      |     |      |      | A    |     |     |     |      | A    | A   |     |      |      |
| Southeast Kentucky Community & Technical College (SKCTC) | A    |     |      |      |      |     |     |     |      |      |     |     |      |      |
| West Kentucky Community & Technical College (WKCTC)      |      |     |      |      |      | A   |     |     |      |      |     |     |      | A    |

*Note: Please see the Post-Secondary section in this catalog **plus** read CPP 20.1 Educational Courses and Educational Good Time*

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

### Legend

|   |                            |
|---|----------------------------|
| A | Actively being facilitated |
| X | Approved location          |

## Appendix C: Postsecondary Degree Pathway Matrix for Adult Institutions

| Degree Pathway   | 90 Days GT Credit | ACTC | BCTC | BSCTC | HCTC | JCTC | KCU | KSU | MCC | MCTC | SCKY | SKCTC | WKCTC |
|--|-------------------|------|------|-------|------|------|-----|-----|-----|------|------|-------|-------|
| Associate of Arts Degree                                       | X                 | X    | X    | X     | X    | X    | X   |     | X   | X    | X    | X     | X     |
| Associate of Arts Degree in Liberal Studies                    | X                 |      |      |       |      |      |     | X   |     |      |      |       |       |
| Associate of Arts Degree in Religious Studies                  | X                 |      |      |       |      |      |     |     |     |      | X    |       |       |
| Associate of Applied Science Degree in Business Administration | X                 |      |      |       |      | X    |     |     |     | X    |      |       |       |
| Associate of Applied Science Degree in Human Services          | X                 |      |      |       |      | X    |     |     |     | X    |      |       |       |
| Associate of Applied Science Communication Arts Degree         | X                 |      |      |       |      | X    |     |     |     |      |      |       |       |
| Associate of Applied Science Degree in Welding                 | X                 |      | X    |       |      |      |     |     |     |      |      |       |       |
| Associate of Science Degree                                    | X                 |      | X    |       |      | X    |     |     | X   | X    |      | X     |       |
| Associate of Science Human Services Degree                     | X                 |      |      |       |      | X    |     |     |     |      |      |       |       |
| Bachelor of Arts Degree in Business Administration             | X                 |      |      |       |      |      |     | X   |     |      | X    |       |       |
| Bachelor of Arts Degree in Liberal Studies                     | X                 |      |      |       |      |      |     | X   |     |      |      |       |       |
| Bachelor of Arts Degree in Sociology                           | X                 |      |      |       |      |      |     |     |     |      | X    |       |       |
| Bachelor of Business Administration Degree                     | X                 |      |      |       |      |      | X   |     |     |      |      |       |       |

*Note: Please see the applicable Post-Secondary section in this catalog **plus** read CPP 20.1 Educational Courses and Educational Good Time*

**The matrix represents approved degree pathways and not current pathways facilitated within the facility.**