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<b>Section-09 Programs</b>	<b>OP-090133</b>	<b>Page: 1</b>	<b>Effective Date: 10/16/2014</b> <b>Annual Review: 08/2015</b>
<b>Career and Technical Training</b>	<b>ACA Standards: 2-CO-1A-23, 2-CO-5B-01, 4-4011, 4-4107, 4-4442, 4-4453, 4-4464, 4-4466, 4-4467, 4-4469, 4-4470, 4-4471, 4-4472, 4-4473, 4-4474, 4-4475, 4-4476, 4-4477, 4-4479, 4-4480, 4-ACRS-5A-11, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-20</b>		
<b>Robert Patton, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Career and Technical Training

The purpose of the career and technical training program is to allow offenders the opportunity to learn a skill prior to returning to society and to aid in reducing recidivism. Designated staff will monitor and analyze identified program goals and objectives in order to determine the program’s contribution to the Department of Correction’s (DOC) mission at least annually. (2-CO-1A-23, 4-4107)

DOC identifies offenders with a vocational training need for appropriate placement in a career and technical training program. The CareerTech Skills Center School System (SCSS) provides potential students with career assessment, career guidance, and assistance with the development of an Individual Life Success Plan. (2-CO-5B-01, 4-4464, 4-4474)

During the development of an Individual Life Success Plan, offenders receive career guidance, labor market information and assistance in determining their ability to benefit from specific programs. (4-4469) A comprehensive education program is available to all offenders who are eligible, including those who require special placement due to physical, mental, emotional or learning disabilities. (4-4475)

The State Department of Career and Technology Education or other comparable authority certifies or accredits all career and technical training education personnel. (4-4472) Personnel policies and practices are comparable to local jurisdictions. (4-4473)

All career and technical training programs within DOC are accredited by the State Board of Career and Technology Education or other recognized agency having jurisdiction. (4-4471) Career and technical training are vocational/educational programs and are based on community business and industry needs. (4-4469, 4-4470)

In accordance with Oklahoma school code, all vocational education personnel will ensure the maintenance and handling of offender records maintains the offender's rights to privacy and confidentiality (4-4479).

I. Assessments and Services

A. Skills Center Programs

1. KeyTrain instruction and WorkKey assessments are utilized at designated Skills Center locations. KeyTrain tutorials prepare offenders to take the WorkKey assessment to secure a Career Readiness credential recognized by the Oklahoma Department of Commerce, local Workforce Investment Boards and business/industry entities throughout the country as a vital asset for assisting in securing employment. Skills Center graduates with Career Readiness credentials qualify for broader employment opportunities.
2. The Skills Center instructors provide life skills and employability training for offenders enrolled in career and technical training programs.
3. Skills Center Transition Specialists, in conjunction with appropriate facility staff, assist discharging Skills Center graduates with reentry into the local community.
  - a. Transition specialists work with Skills Center offenders before and after discharge from a correctional facility.
  - b. Transition specialists may assist with locating employment, housing, transportation, and clothing and aid in removing potential barriers to successful reentry. (4-ACRS-5A-13, 4-ACRS-5A-20)

B. Other Program Needs

If an offender has other program needs, those programs should normally be completed prior to enrollment or may be conducted in conjunction with a career and technical training program. If programs must be completed after career and technical training is completed, the case manager should indicate this on the "CareerTech Referral Form" ([DOC 090133A](#), attached).

C. Career and Technical Training Programs

1. Qualified individuals, professional groups and trade associations assess career and technical training programs every three years

against stated objectives. (4-4453, 4-4471)

2. Institutions use community resources in developing academic and career and technical training programs for selected offenders. (2-CO-5B-01, 4-4469) Offenders are selected based on eligibility requirements defined in Section II. item B. of this procedure.
3. Career and technical training programs are integrated with academic programs and are relevant to the vocational needs of offenders and to employment opportunities in the community. (2-CO-5B-01, 4-4467) Each program has an established standardized, competency-based curriculum supported by appropriate materials and classroom resources. (4-4466)
4. The career and technical training staff works with the appropriate DOC staff to ensure programs are available to eligible offenders at the appropriate time to maximize involvement. (4-4477)
5. Private prison career and technical training programs may be provided on a contractual basis. Contract requirements will detail specific vocational training standards. Instructional personnel must meet or exceed state certification requirements and will hold an Oklahoma Teacher's Certificate, if applicable. The division manager will consult with the DOC programs chief administrator to ensure that private prison career and technical training programs meet national/state operational standards for vocational/technical education requirements. (4-4470, 4-4471, 4-4472)

## II. Career and Technical Training Participants

CareerTech Skills Center programs are designed to prepare offenders for employment in the community.

When offenders are transferred to a facility for career and technical training participation, the appropriate designated facility staff member will notify the appropriate Skills Center staff member of the offender's arrival and housing assignment. Offenders will be evaluated or placed on a program waiting list if they are within 18 months of discharge or have a career and technical training parole board stipulation and have been determined as career and technical training eligible. If a career and technical training parole stipulation is not feasible, the career and technical training staff will coordinate with the appropriate DOC and/or Pardon and Parole Board staff to obtain feasible stipulation modifications, if possible.

Offenders will be prioritized and placed in career and technical training programs based on discharge date or parole stipulation and their assessed ability to benefit from the training. Upon graduation, offenders should be eligible for discharge or parole in order to secure training-related, non-subsidized employment within 90 days of graduation.

#### A. Referral Process

Identifying a career and technical training program need will normally be performed at the assessment and reception center. If a need is later identified, the case manager and CareerTech staff member may document such a need with the same objective assessment instrument as the assessment and reception center utilizes.

1. Upon arrival at a facility with career and technical training programs, the appropriate designated facility staff member will review each offender's field file for program needs. If a career and technical training program need exists, the offender will be referred to the career and technical training staff member at that facility to determine further eligibility for the specific training program. If the career and technical training program is through CareerTech, the offender must be within 18 months of release.
2. If an offender volunteers to participate and must transfer to another facility for placement in a specific career and technical training program, a CareerTech Program referral packet containing the following information will be sent to the Population Office through the case manager IV. The packet will contain the following:
  - a. "CareerTech Referral Form" ([DOC 090133A](#));
  - b. "CareerTech Priority Transfer Request" ([DOC 090133B](#), attached); and
  - c. All other routine forms required for transfer as outlined in [OP-060204](#) entitled "Offender Transfers."

#### B. Eligibility Criteria

The criteria utilized in determining eligibility of offenders for a career and technical training program will be continually updated in accordance with DOC classification procedures. Screening of eligible offenders will be done through the use of the "CareerTech Referral Form" ([DOC 090133A](#)) which will be completed on each offender who is within 18 months of projected discharge. The appropriate designated facility staff will attach a current "Consolidated Record Card" ([DOC 060211H](#)) to the "CareerTech Referral Form." Only in-state parole recommendations with career and technical training stipulations will be considered for enrollment. Any work release stipulations should be removed by the parole board.

##### 1. Days Remaining

Offenders will become eligible for screening and placement on a Skills Center enrollment waiting list when they are within 18 months of projected discharge. The number of days remaining may vary; however, in general, offenders should be at 12 months or less

projected discharge at the time of enrollment. Offenders should be able to discharge their sentence within 45 days of graduation from career and technical training. Any exceptions must be approved by the career and technical training staff representative.

## 2. Other Enrollment Criteria

- a. The offender will normally have an identified career and technical training need.
  - (1) If the offender claims a particular career and technical skill but is otherwise eligible, the offender will be referred to the career and technical training staff member for evaluation of the need.
  - (2) If a need was not determined at the assessment and reception center, but the case manager and career and technical training staff member later determine the need for training, a career and technical training need may be included in the offender's program needs.
  - (3) If an appropriate career and technical training program is not available, the career and technical training staff member may recommend that the assessed need be removed.
- b. If an offender refuses to participate in the career and technical training program after being transferred from another facility to enroll in a career and technical training program, the offender will be returned to the sending facility or sent to another facility.
- c. For an offender with an identified need who refuses to participate, it is appropriate to review and adjust the earned credit class level assignment in accordance with [OP-060107](#) entitled "Systems of Incarceration."
- d. Although preferred, offenders are not required to have a GED<sup>®</sup> or high school diploma prior to enrolling in a career and technical training program. Provision is made to meet the educational and career and technical training needs of offenders, with ability to benefit, who require special placement because of physical, mental, emotional, or learning disabilities. (4-4475)
- e. The offender must be a United States citizen.
- f. Offenders enrolled in career and technical training programs will not normally be moved while participating in a program unless the move is necessitated due to behavior or security issues.

3. Classification/Security Assessment Factors

If an offender has been given a confirmed start date by the CareerTech Skills Center Assessment Center, the Population Office is responsible for having the offender on-site prior to the confirmed start date, if space is available at that institution.

4. Exclusions

The following conditions exclude an offender from enrolling in a CareerTech Skills Center program:

- a. Outstanding warrants or detainer; and
- b. Must not have completed a CareerTech program in the past five years unless there is a need to improve or expand skills.

5. The career and technical training program allows for flexible scheduling that permits offenders to enter at any time and to proceed at their own pace. (4-4476)

6. Offenders will not be denied access to career and technical training solely based on a disability.

C. Program Completion

1. Each offender who satisfactorily completes an approved career and technical training program is awarded achievement credits in accordance with "CareerTech Program Completion Achievement Credits" ([OP-090101](#), [Attachment D](#)). (4-4480)

2. Apprenticeship programs are designed to prepare offenders for institutional placement and/or for employment in their communities when they are released. Enrollment occurs in accordance with the program design as approved for each apprenticeship program. Offenders who are enrolled in apprenticeship programs are awarded achievement credits in accordance with [OP-090101](#) entitled "Standards for Offender Programs." (4-4470, 4-4480)

3. The facility case manager IV will ensure the required paperwork for an offender transfer to a community corrections center or halfway house placement is sent to the Population Office at least 20 days prior to graduation/program completion.

4. Eligible career and technical training graduates placed at community corrections centers will be placed on work release, if available. (4-

## ACRS-5A-14)

III. Special ProgramsA. Purpose

Special purpose CareerTech Skills Center programs may be implemented to meet unique needs of offenders and DOC. These programs are detailed in [Attachment A](#) entitled "Special Programs CareerTech Skills Center" (attached).

B. Medium -To- Discharge Programs

The Medium-To-Discharge (MTD) program provides medium security offenders, who will discharge within one year, the opportunity to enhance their education and technical abilities through skills training programs and applied academics. This training and the after care provided aids the offender in securing employment and becoming a productive member of society upon release. (4-4442)

The MTD program is offered at Lexington Correctional Center (LCC). Medium security offenders, who may become eligible for a lower security level while enrolled, will remain at the training facility until the program is completed.

C. Apprenticeships

Registered apprenticeship is a formalized, structured training program combining on-the-job training and related technical instruction in which offenders receive practical and technical training in a highly skilled occupation. Apprenticeship is industry-driven career training. Industry determines the skills that are essential to sustain a quality workforce. (4-4469)

D. Licensed Trades Journeyman Programs

The Licensed Trades Journeyman Program (LTJP) provides offenders who will discharge from Oklahoma Department of Corrections facilities the opportunity to enhance their educational and technical abilities through CareerTech skills training programs in the areas of: Mechanical (HVAC), Plumbing and Electrical. This training (1050 hours) plus one year of documented apprentice time will focus on the skills and competencies necessary to pass an Oklahoma state journeyman exam in the above listed areas.

IV. Community Placement

Each district supervisor will ensure offenders are made aware of available career and technical training programs and resources located in the community.

Community case managers will have brochures, enrollment forms and catalogues of community based CareerTech programs on-hand for offender access. (4-ACRS-5A-11)

V. References

Policy Statements No. P-090100 entitled "Provision of Programs"

OP-060107 entitled "Systems of Incarceration"

OP-060204 entitled "Offender Transfers"

OP-090101 entitled "Standards for Offender Programs"

Oklahoma School Code

VI. Action

The appropriate division manager /division head is responsible for compliance with this procedure.

The chief administrator of Program Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-090133 entitled "Career and Technical Training" dated January 10, 2014

Distribution: Policy and Procedures Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060211H</a>	“Consolidated Record Card”	<a href="#">OP-060211</a>
<a href="#">DOC 090133A</a>	“CareerTech Referral Form”	Attached
<a href="#">DOC 090133B</a>	“CareerTech Priority Transfer Request”	Attached

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment D</a>	“CareerTech and Program Completion Achievement Credits”	<a href="#">OP-090101</a>
<a href="#">Attachment A</a>	“Special Programs CareerTech Skills Centers”	Attached

