

## **SPECIAL PROGRAMS CAREERTECH SKILLS CENTERS**

### **Medium-To-Discharge (MTD)**

#### I. Purpose

The purpose of the Medium-To-Discharge Program (MTD) is to provide medium security inmates, who will discharge within one year, the opportunity to enhance their educational and technical abilities through CareerTech skills training programs and applied academics. This training and the after care provided will aid the inmate in securing employment and becoming a productive member of society upon release.

#### A. Eligibility Requirements for Medium-to-Discharge (MTD)

1. Will be within one calendar year to discharge.
2. Score a grade level equivalency of 9.0 as determined in OP-090107 "Inmate Education Program" at the sending facility.
3. Will be assigned at level 2, 3 or 4 in accordance with OP-060107 entitled "Systems of Incarceration."
4. Inmates will not be denied access to the Medium-to-Discharge on the basis of any disability.
5. The MTD program does not discriminate on the basis of race, national origin, gender, age, disability, or political views.
6. Preference will be given to those inmates that are able to document prior apprenticeship time.
7. All applicants will be screened to ensure they have the ability to benefit from the program.
8. Medium security inmates who may become eligible for lower security while enrolled in a MTD program will remain at the training facility until the program is completed. Achievement Credits

The MTD program is a learning program that combines worksite learning with classroom studies. Successful completion students will be granted achievement credits in accordance with Attachment D of OP-090101.

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### **Apprenticeship Programs**

#### **I. Registered Apprenticeship Training**

Registered apprenticeship is a formalized, structured vocational training program combining on-the-job training and related technical instruction in which inmates 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.

- A. Apprenticeships may last from one to six years (occupation dependent). During this time, apprentices work and learn under the direction of experienced journey workers. Over time, apprentices are provided the diversity and complexity of training that leads to becoming highly skilled in their chosen occupations. At the successful completion of the apprenticeship, they become skilled, certified journey-level workers and receive a nationally recognized certificate.
- B. There are currently two registered apprenticeship programs approved for the Oklahoma Department of Corrections. Each apprenticeship program, to be eligible for registration, will submit a set of training standards to the U.S. Department of Labor, Bureau of Apprenticeship and Training for approval. Apprenticeship standards will be in conformity with Title 29 of the Code of Federal Regulations § 29, which govern employment and training in apprenticeship occupations. Programs have been approved to train inmates utilizing the apprenticeship method at the following facilities:
  - 1. Lexington Correctional Center (LCC); and
  - 2. Joseph Harp Correctional Center (JHCC).

#### **II. Minimum Qualifications**

The following minimum qualifications have been established for inmates entering the apprenticeship programs:

- A. Will be 18 years of age;
- B. Grade Equivalency score will be 9.0 or above;
- C. Will have a H.S. diploma or GED or will attain such prior to the end of the required probationary period with Cabinetmaker;
- D. Will qualify for employment with OCI/Agri-Services; and

- E. Will be assigned, in accordance with OP-060107 entitled “Systems of Incarceration,” to levels 2 to 4 at JHCC. Levels 3 or 4 are required at LCC.

Those found to be eligible and who express an interest in the apprenticeship program will be interviewed, ranked with all other applicants and placed on the program waiting list in rank order in accordance with OP-090133 entitled “Career and Technical Training.”

### III. Apprentice Wage Schedule

A progressively increasing schedule of wages will be paid to the apprentice, consistent with the OCI and Agri-Services pay plan scale in accordance with OP-080501 entitled “Oklahoma Correctional Industries Pay Plan” and OP-080502 entitled “Agri-Services Pay Plan.”

### IV. Certificate

A CareerTech certificate will be issued to each inmate successfully completing the program. The certificate will indicate all phases and modules completed and the level of competency achieved. A participation certificate will be issued every six months the inmate is involved in the learning project.

### V. Achievement Credits

This is an apprenticeship program that combines work site learning and classroom studies, and inmates will receive 30 achievement credits every six months in accordance with OP-090101 entitled “Standards for Inmate Programs.” Work site learning related to the apprenticeship program may occur at another location. The apprenticeship instructor will continue monitoring the inmate and issue the participation certificate.

### VI. Disposition of Complaints

After completion of the stated probationary period, any difference relative to the apprenticeship agreement, which cannot be adjusted by the sponsors, may be appealed by the affected party to the registration agency for interpretation of any part of the standards over which there is a difference. It will be understood that this provision applies only to the problems affecting apprenticeship agreements. OP-090124 entitled “Inmate/Offender Grievance Process” will be followed in an attempt to resolve all other issues.

- A. Each program has a set of approved standards that covers the terms and conditions of the apprenticeship program with sections that address:
  - 1. The term of apprenticeship;
  - 2. Related instruction schedule;

3. Apprentice wage schedule;
4. Periodic review, evaluation and maintenance of records;
5. Ratio of apprentices to journey level workers;
6. Probationary period;
7. Safety and health training;
8. Minimum qualifications for entry;
9. Credit for previous experience;
10. Supervision of apprentices;
11. Completion;
12. Modification, cancellation, deregistration of programs;
13. Equal opportunity clauses;
14. Selection of apprentices;
15. Complaints; and
16. Work Process (on-the-job training outline).

The related instruction component for each of the three approved programs is provided by the Oklahoma Department of Career and Technology Education (ODCTE) through the CareerTech Skills Centers (CTSC).

VII. Equal Employment Opportunity In Apprenticeship and Training

- A. The recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of ethnicity, national origin, gender, age, disability, or veteran status.

## APPRENTICESHIP PROGRAMS

<u>Program Number</u>	<u>ODOC Facility</u>	<u>Occupation(s)</u>	<u>Term/Hours</u>
OK0210911	Oklahoma Department of Corrections Oklahoma Correctional Industries <b>Lexington Correctional Center</b> <b>Joseph Harp Correctional Center</b>	Cabinetmaker D.O.L. #660280010	7160 hrs.

## **Licensed Trades Journeyman Program (LTJP)**

### **I. Purpose**

The purpose of the Licensed Trades Journeyman Program (LTJP) is to provide inmates, 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. The LTJP program is a 1000 hour program that combines worksite learning with instructor assigned. Trade specific curriculum that focuses on the skills and competencies necessary to pass an Oklahoma state journeyman exam in the above listed areas. This training and the after care provided will aid the inmate in securing employment in a high wage earning career and becoming a productive member of society upon release.

### **A. Eligibility Requirements for Licensed Trades Journeyman Program (LTJP)**

1. Less than 5 calendar years to discharge.
2. High School Diploma or High School Equivalency (HSE) or a grade level equivalency of 9.0 as determined in OP-090107 "Inmate Education Program."
3. Will be assigned at level 2, 3 or 4 in accordance with OP-060107 entitled "Systems of Incarceration."
4. Inmates will not be denied access to the LTJP on the basis of any disability.
5. The LTJP does not discriminate on the basis of race, national origin, gender, age, disability, or political views.
6. Preference will be given to those inmates that are able to document prior apprenticeship time.

### **B. Achievement Credits**

1. The LTJP is a learning program that combines worksite learning with instructor assigned trade specific curriculum. Upon successful completion of the program, students will be granted achievement credits in accordance with Attachment D of OP-090101.
2. The awarding of achievement credits for LTJP will be awarded upon receipt of a participation certificate.