Career and Technical Training ..... 1
I. Assessments and Services ..... 2
A. Skills Center Programs ..... 2
B. Other Program Needs ..... 2
C. Career and Technical Training Programs ..... 3
II. Career and Technical Training Participants ..... 3
A. Referral Process ..... 4
B. Eligibility Criteria ..... 4
C. Program Completion ..... 6
III. Special Programs ..... 8
A. Purpose ..... 8
B. Apprenticeships ..... 8
C. Licensed Trades Journeyman Programs ..... 8
IV. Community Placement ..... 8
V. References ..... 8
VI. Action ..... 9
Referenced Forms ..... 10
Attachments ..... 10

| **Section-09 Programs** | **OP-090133** | **Page: 1** | **Effective Date: 08/27/2024** |
|---|---|---|---|
| **Career and Technical Training** | **ACA Standards: 2-CO-1A-23, 2-CO-5B-01, 5-ACI-1A-11, 5-ACI-7A-05, 5-ACI-7B-01, 5-ACI-7B-02, 5-ACI-7B-03, 5-ACI-7B-04, 5-ACI-7B-05, 5-ACI-7B-06, 5-ACI-7B-07, 5-ACI-7B-08, 5-ACI-7B-09, 5-ACI-7B-10, 5-ACI-7B-11, 4-ACRS-5A-14** | | |
| **Steven Harpe, Director**<br>**Oklahoma Department of Corrections** | | | **Signature on File** |

# Career and Technical Training

The purpose of the career and technical training program is to allow inmates the opportunity to learn a skill prior to returning to society. The programs unit will monitor and analyze identified program goals and objectives in order to determine the program's contribution to the Oklahoma Department of Correction's (ODOC) mission at least annually. (2-CO-1A-23, 5-ACI-1A-11)

Inmates assessed or identified with a vocational training need will be reviewed 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, 5-ACI-7B-01, 5-ACI-7B-09)

During the development of an Individual Life Success Plan, inmates receive career guidance, labor market information and assistance in determining their ability to benefit from specific programs. (5-ACI-7B-04) A comprehensive education program is available to all inmates who are eligible, including those who require special placement due to physical, mental, emotional, or learning disabilities. (5-ACI-7B-10)

The Oklahoma Department of Career and Technology Education or other comparable authority certifies or accredits all career and technical training education personnel. (5-ACI-7B-05, 5-ACI-7B-07) Personnel policies and practices are comparable to local jurisdictions. (5-ACI-7B-08)

All career and technical training programs within ODOC are accredited by the State Board of Career and Technology Education or other recognized agency having jurisdiction. (5-ACI-7B-06) Career and technical training are vocational/educational programs and are based on community business and industry needs. (5-ACI-7B-04, 5-ACI-7B-05)

In accordance with Oklahoma school code, all vocational education personnel will ensure the maintenance and handling of inmate records maintains the inmate's rights to privacy and confidentiality.

I. Assessments and Services

A. Skills Center Programs

1. WorkKey assessments are utilized at designated Skills Center locations. 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 inmates enrolled in career and technical training programs.

3. Skills Center Employment/Transition (E/T) coordinators in conjunction with appropriate facility and reentry staff, assist discharging Skills Center graduates with reentry into the community.

   a. E/T coordinators work with skills center inmates before and after discharge from a correctional facility.

   b. E/T coordinators may assist with locating employment, housing, transportation, and clothing and aid in removing potential barriers to successful reentry.

B. Other Program Needs

If an inmate has other program needs, those programs will normally be completed prior to enrollment or may be conducted in conjunction with a career and technical training program. If programs will be completed after career and technical training is completed, the case manager will 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. (5-ACI-7A-05, 5-ACI-7B-06)

2. Institutions use community resources in developing academic and career and technical training programs for selected inmates. (2-CO-5B-01, 5-ACI-7B-04) Inmates 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 inmates and to employment opportunities in the community. (2-CO-5B-01, 5-ACI-7A-05, 5-ACI-7B-03) Each program has an established standardized, competency-based curriculum supported by appropriate materials and classroom resources. (5-ACI-7B-02)

4. The career and technical training staff work with the appropriate ODOC staff to ensure programs are available to eligible inmates at the appropriate time to maximize involvement.

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 will meet or exceed state certification requirements and will hold an Oklahoma Teacher's Certificate, if applicable. The ODOC private prison administration will consult with the administrator of Programs to ensure that private prison career and technical training programs meet national/state operational standards for vocational/technical education requirements. (5-ACI-7B-05, 5-ACI-7B-06, 5-ACI-7B-07)

II. Career and Technical Training Participants

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

When inmates 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 inmate's arrival and housing assignment. Inmates 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 ODOC and/or Pardon and Parole Board staff to obtain feasible stipulation modifications,

if possible.

Inmates 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, inmates will 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 that the assessment and reception centers utilize.

1. Upon arrival at a facility with career and technical training programs, the appropriate designated facility staff member will review each inmate's field file for program needs. If a career and technical training program need exists, the inmate 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 inmate will be within 18 months of release.

2. If an inmate volunteers to participate and will 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, attached);

   b. “CareerTech Priority Transfer Request” (DOC 090133B, attached); and

   c. All other routine forms required for transfer as outlined in OP-060204 entitled “Inmate Transfers.”

B. Eligibility Criteria

The criteria utilized in determining eligibility of inmates for a career and technical training program will be continually updated in accordance with ODOC classification procedures. Screening of eligible inmates will be done through the use of the “CareerTech Referral Form” (DOC 090133A, attached) which will be completed on each inmate 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" (DOC 090133A, attached). Only in-state parole recommendations with career and technical training stipulations will be considered for enrollment. Any work release stipulations will be removed by the parole board.

1. Days Remaining

   Inmates 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, inmates will be at 12 months or less projected discharge at the time of enrollment. Inmates will be able to discharge their sentence within 45 days of graduation from career and technical training. Any exceptions will be approved by the career and technical training staff representative.

2. Other Enrollment Criteria

   a. The inmate will normally have an identified career and technical training need.

      (1) If the inmate claims a particular career and technical skill but is otherwise eligible, the inmate 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 inmate'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 inmate 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 inmate will be returned to the sending facility or sent to another facility.

   c. For an inmate 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, inmates are not required to have a high school equivalency (HSE) or high school diploma prior to enrolling in a career and technical training program. Accommodations are made to meet the educational and career and technical training needs of inmates who are able to benefit, who require special placement because of physical, mental, emotional, or learning disabilities. (5-ACI-7B-10)

e. The inmate will be a United States citizen.

f. Inmates 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, security issues or ODOC administrative relocation.

3. Classification/Security Assessment Factors

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

4. Exclusions

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

a. Outstanding warrants or detainer; and

b. Will 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 allow for flexible scheduling that permits inmates to enter at any time and to proceed at their own pace. (5-ACI-7B-11)

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

C. Program Completion

1. Each inmate who satisfactorily completes an approved career and technical training program is awarded achievement credits in accordance with "Achievement Credits for Job Skills Programs" (OP-

090101, Attachment D). (5-ACI-7B-05)

2. Apprenticeship programs are designed to prepare inmates 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. Inmates who are enrolled in apprenticeship programs are awarded achievement credits in accordance with OP-090101 entitled "Standards for Inmate Programs." (5-ACI-7B-05)

3. The facility case manager IV will ensure the required paperwork for an inmate 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 Programs

### A. Purpose

Special purpose CareerTech skills center programs may be implemented to meet unique needs of inmates and ODOC. These programs are detailed in (Attachment A, attached) entitled "Special Programs CareerTech Skills Center."

### B. Apprenticeships

Registered apprenticeship is a formalized, structured 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. (5-ACI-7B-04)

### C. Licensed Trades Journeyman Programs

The Licensed Trades Journeyman Program (LTJP) provides 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. 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 facility administrator will ensure inmates 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 inmate access.

## V. References

Policy Statements P-090100 entitled "Provision of Programs"

OP-060107 entitled "Systems of Incarceration"

OP-060204 entitled "Inmate Transfers"

OP-090101 entitled “Standards for Inmate Programs”

Oklahoma Administrative Code 280

VI. Action

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

The administrator of Programs is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-090133 entitled “Career and Technical Training” dated November 07, 2022

Distribution: Policy and Procedures Manual
Agency Website

| Referenced Forms | Title | Location |
|---|---|---|
| DOC 090133A | “CareerTech Referral Form” | Attached |
| DOC 090133B | “CareerTech Priority Transfer Request” | Attached |
| DOC 060211H | “Consolidated Record Card” | OP-060211 |

| Attachments | Title | Location |
|---|---|---|
| Attachment A | “Special Programs CareerTech Skills Centers” | Attached |
| Attachment D | “CareerTech and Program Completion Achievement Credits” | OP-090101 |