

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Career Technical Education Programs	PAGE <u>1</u> OF <u>10</u>
	NUMBER: 57-EDU-12
RULE/CODE REFERENCE: ORC 3313.607	SUPERSEDES: 57-EDU-12 dated 03/13/14
RELATED ACA STANDARDS: 4-4469	EFFECTIVE DATE: April 5, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish criteria for the effective development and operation of career technical education programs available to all eligible inmates in the Department of Rehabilitation and Correction (DRC).

III. APPLICABILITY

This policy is applicable to all persons employed by the Department of Rehabilitation and Correction, independent contractors providing a service to the Department, inmates, and volunteers. The procedures set forth are specifically directed to those employees involved in providing a comprehensive career technical education program to all eligible inmates.

IV. DEFINITIONS

Adult Program – Career technical education program in which participant age and possession of a GED or high school diploma are not qualifiers for entry.

Advisory Committee – A group of industry professionals, potential employers, DRC staff, and an inmate program graduate/student that serve to provide input into the needs of the program to provide industry-current training to program participants.

Career Development Programs – Career Development programs are typically delivered in a yearlong structure consisting of at least 450 hours of instruction and lead to a certificate, industry based credential and/or occupational license.

Career Enhancement Programs - Career enhancement programs cover a variety of introductory technical skill areas and are offered twice a quarter and are typically five (5) weeks in duration.

Career Passport – Portfolio of documents, to include a certificate of completion that is issued to each program graduate's home address at the time of their release from DRC, as required by state and federal funding law.

Career Technical Education – Ohio Department of Education and Ohio Department of Higher Education approved educational programming designed to enhance a student's employability skills in a specific field. Formerly known as vocational education.

Course of Study - Document developed for each individual trade program that outlines the delivery methods, material content and trade competencies of that trade that will be delivered to program participants.

Exit Folder - A file containing specified documentation that is utilized to initiate a career passport for program graduates.

Higher Education Information – A comprehensive relational database operated by the Ohio Department of Higher Education used to track Ohio's Adult Career-Technical student enrollment, hour, outcome and certifications awarded and follow-up.

Industry Based Credential– A competency test based credential developed from standards established by the industry that must be met for a student to achieve a state or nationally recognized industry based credential in a specific field. Such standards do not exist in all trade areas.

Ohio Career-Technical Competency – A computer based standardized test of occupational competency required for every student graduate in career development programs, where such a test exists. Industry based credential/licensure tests will serve as a substitute.

Secondary Program – Career technical education program in which the majority of the participants must be under the age of twenty-two (22) and possess neither a high school diploma nor GED and must attend correlated academic programs as offered.

Work Keys Test – An Ohio Department of Education and Ohio Department of Higher Education required standardized test of student academic skills in Locating Information, Applied Math and Reading for Information required of all Career Development program participants.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide career technical education programs to all eligible inmates of the Department through the Ohio Central School System (OCSS).

VI. PROCEDURES

A. Program Development and Review

1. New career technical education programs of the Ohio Central School System (OCSS) shall be developed by the Career Technical Education Director and staffed at institutions as appropriate to the facility's security level, facility space adequacy in accordance with Ohio Department Of Education (ODE) and Career Technical and Adult Education guidelines, and labor market trends in that trade/program area.
2. Equipment, supplies and instructional materials for new and existing programs will be provided utilizing state and federal funds.
3. The development of new programs and the continuation of current program operation, after an instructor vacancy occurs, will be determined by the Career Technical Education Director through a periodic review of labor market projections for that trade, as published by the Bureau of Labor Statistics and Ohio Department of Jobs and Family Services Labor Market Information data.

B. Program Structure

1. Approved career technical education programs of the OCSS shall be so designed in order to maximize the opportunity for the greatest number of eligible students to be served in a fiscal year to include an open entry/open exit format.
2. For programs to be eligible for ODE funding, the following criteria apply:
 - a. It is recommended that in July of each year all adult career technical/career development programs begin with twenty (20) students. Programs must maintain a minimum of twelve (12) students per instructor to meet ODE requirements. However, to ensure full enrollment per OCSS guidelines, classes may be refilled on a case-by-case basis at anytime.
 - b. In all secondary programs, it is recommended each program begin with fifteen (15) students in the AM and fifteen (15) students in the PM session; however, programs must maintain a minimum of twelve (12) students per instructor.
 - c. In secondary programs, a majority of the students must be under twenty-two (22) years of age and must not possess a high school diploma or GED. All students, regardless of age, shall participate in related academic instruction provided by High School certified teachers in English/Communications, Math or Science during those hours they are not in the career technical training lab.
 - d. Any exceptions to these recommendations shall require written approval of the Career Technical Director.
 - e. It is recommended that career enhancement classes shall initially have twenty (20) students per class.

3. All career technical education programs shall operate in accordance with the adopted school calendar of OCSS.
4. All career technical education programs shall be provided utilizing an Ohio Central School System approved course of study that shall be maintained in an up-to-date status in accordance with Department policy 57-EDU-09, Curriculum Development and Maintenance. These courses of study shall be based upon competency requirements and content standards as established by the Ohio Department of Education for each trade. Courses of study shall be structured in such a manner that students are provided the opportunity to progress through the curriculum and achieve the required competencies at their own pace.
5. All instructors in career technical programs shall possess current, valid licensure/certification for their trade area, as required by Ohio Department of Education certification/licensure law, in accordance with Department policy 57-EDU-08, Educational Staff Credentials.
6. All instructors in career technical education programs shall develop and maintain a current advisory committee for their program. The committee shall consist of no less than six (6) members.
 - a. Committee membership shall be as follows:
 - i. One (1) career technical instructor – Chair;
 - ii. At least three (3) representatives from the trade in private industry/employers/potential employers;
 - iii. At least one (1) appropriate non-education institutional staff; and
 - iv. One (1) inmate student/graduate.
 - b. A complete list of committee members, their employer/company, and work address shall be updated annually on the Advisory Committee Membership form (DRC4339). The instructor shall maintain the membership form with copies distributed as indicated.
 - c. This committee shall meet on-site at the institution at least once each fiscal year at a time and date that meets the scheduling needs of the greatest number of committee members. This meeting must include at least one (1) representative from the trade in private industry/employers/potential employers.
 - d. Agendas, minutes and membership signature sheets from the meeting(s) shall be maintained with copies distributed to the School Administrator, Assistant Principal, Shared Service Area Principal and the Career Technical Education Director.
 - e. All career technical education programs at each facility shall conduct at least one (1) annual on-site advisory committee meeting jointly on the same date. This shall be done in order for all program committee members to have an opportunity to be

exposed to all career technical education programs at that facility during their visit in order to develop the largest possible pool of potential employers.

7. Each career technical instructor shall conduct three (3) to five (5) off-site industrial visits to committee members' places of business or business sites of other potential employers and/or related educational providers each fiscal year.
 - a. These visits shall occur at a time determined by the Principal with an emphasis on minimizing the loss of instruction time.
 - b. Based upon the industry and the potential of seasonal industry demands, flexible scheduling of instructor hours to accommodate these demands shall be arranged with local institution authorities. "Trade Show" visits may be approved on an individual basis by the Superintendent.
 - c. Documentation of these visits shall be compiled utilizing the Industrial Visit Form (DRC4337) with copies distributed as indicated.
8. All career technical education instructors shall submit a Monthly Career Technical Education Report (DRC4340) of student hour achievement and status to the School Administrator, Assistant Principal or Principal for review by the 5th of each month.
 - a. The School Administrator, Assistant Principal or Principal shall then forward all reports to the Career Technical Education Director or designee by the 10th of each month with copies distributed as indicated.
 - b. Information on this report shall be utilized for Ohio Department of Education on-line reporting and program enrollment monitoring.
9. All career technical education instructors shall be responsible for maintaining a Monthly Attendance Record (DRC4299) for inmates assigned to their career technical education programs.
10. All career technical education instructors shall be responsible for tracking inmate progress on their competency sheets on a monthly basis. These shall be reviewed by the School Administrator each month.

C. Career Enhancement Programs

1. Career enhancement programs are non-traditional education programs originally designed to serve short term offenders with sentences between ninety-one (91) days and three hundred, sixty-five (365) days. However, since enrollment is done by out date, it is possible for those offenders with a longer sentence to be enrolled.
2. The career enhancement programs shall cover a variety of employment readiness trade skills and safety issues.

3. Program participants shall be scheduled in the morning and afternoons (where possible) in order to allow for participation in other program areas.
4. These programs shall be delivered by existing education staff, including career technical and academic teachers and other education staff.

D. Program Evaluation

Career technical education programs shall be evaluated on an ongoing basis as follows:

1. Annual site visits by the Career Technical Education Director or designee and the Ohio Department of Education Corrections Consultant;
2. A full and thorough on-site review of each program every three (3) years by the Career Technical Education Director and Ohio Department of Education Corrections Consultant, or Department of Higher Education staff member, utilizing the Ohio Department of Education and Ohio Department of Higher Education evaluation instrument;
3. Additional visits and reviews conducted as needed and/or requested.

E. Student Eligibility and Program Admission

1. Prior to enrollment, as well as once enrolled, staff shall encourage eligible inmates to fully complete the chosen career technical education program. Recruitment and encouragement shall consist of, but is not limited to:
 - a. Announcements and distribution of literature in the school area and housing units;
 - b. Formal and informal counseling sessions; and
 - c. Institutional orientation to all incoming inmates on the available career technical education programs.
2. Admission to career technical education programs shall be based upon student interest, time to complete the entire program, request, and a reading achievement level of 231 or above on a C level test or higher of the Comprehensive Adult Student Assessment System (CASAS) or a reading achievement level of 8.0 or above on the Test of Adult Basic Education (TABE).
 - a. Detailed letters requesting a waiver of these requirements shall be minimal. All such requests shall be forwarded to the Career Technical Education Director, along with detailed documentation, for approval. Approval/denial of such requests shall be forwarded to the School Administrator, Assistant Principal or Principal for placement in the inmate's education management file.
 - b. Consideration of waiver requests shall be based upon prior student experience or training in the trade and student willingness to enroll in ABLE, Pre-GED, GED or high school classes.

- c. The specialized auto detailing program requires a CASAS reading level of 227 or below or a TABE reading level of 6.0 or below for admission. Students shall be enrolled in an academic program for one-half of the day and the auto detailing lab the other half of the day.
 - d. Waiting lists and priority enrollment criteria for career technical educational programs shall be maintained and followed in accordance with Department policy 57-EDU-01, Inmate Assessment and Placement in Educational Programs.
 - e. The State of Ohio Cosmetology Board requires a 10th grade high school completion level for all student admissions. All potential students shall be screened for completion of the 10th grade or above before being placed on the appropriate waiting list for admission. Attainment of a GED shall meet the 10th grade requirement.
3. Students shall be enrolled in only one career technical education program during their incarceration in order that the maximum number of interested and eligible inmates may access career technical training.
 - a. The (GRADS) program and the Work and Family Life program are exempted from the above restriction since these programs do not provide a specific job skill. Inmates who complete these programs may enroll in a second career technical education program.
 - b. Detailed letters requesting a waiver of this requirement shall be minimal. All such requests shall be forwarded to the Career Technical Education Director for approval. Approval/denial of such requests shall be forwarded to the School Administrator, Assistant Principal or Principal for placement in the inmate's education management file.
4. Due to the fact career technical funding is based on student completion, students must be encouraged to complete their chosen program. Program participants shall be discouraged from initiating transfers until the program is complete. All institution transfers for security reductions shall be reviewed carefully in order to determine if the student could complete the same program at another institution (of reduced security) or if the inmate could be retained at the present level and a special reduction security instrument be completed after graduation. Continual low career technical student retention may impact availability of funding and, therefore, impact the availability of the program.
5. Students enrolled in a career technical program shall not be concurrently enrolled in an OCSS Advanced Job Training program.
6. Inmates shall not be required to possess a high school diploma or GED to be considered for career technical education program enrollment.
7. Inmates with prior college training, instruction, and/or certification shall be considered eligible for career technical education program enrollment.

8. All Work Key Test results industry based credential test results achieved during the course of the program shall also be appropriately documented on the student's School Record-Transcript (DRC4138).
9. Upon enrollment, all career technical students shall complete and sign the pertinent section of the back page of the Enrollment Disposition Form (DRC4338). The Career Technical Instructor shall be responsible for maintaining this form throughout the student's career technical program enrollment.
10. All career-technical education participants shall be provided the opportunity to create an account with Ohio Means Jobs, an on-line occupational information resource and job search tool provided through the Ohio Department of Job and Family Services. Registration should occur at the time of enrollment. (ORC 333.92)

F. Program Completion

1. Completion of career technical education programs shall be competency based and typically will be achieved upon satisfactory completion of approximately 80% laboratory instruction and approximately 20% related classroom instruction. Competencies shall be drawn from the program's Ohio Central School System developed course of study and occupational competencies, as defined by the Ohio Central School System and developed and approved by the Ohio Department of Education and/or industry standards.
 - a. The Career Technical Education Director shall determine hours required for program completion based on industry standards.
 - b. A general exception is successful completion of at least one (1) trade competency and a minimum number of clock hours of lab and related classroom instruction. This exception applies only to those students who were unable to meet the requirements of this standard due to parole, EDS, institutional transfer, judicial release or other status changes beyond the control of the student. Disciplinary removal or removal of the student by the instructor or student request does not apply to this exception.
2. Prior to certification or licensure testing, all applicable students shall be required to achieve at least an 85% passing rate on a program competency pre-Test.
3. The fees for applicable students' first certification or licensure test shall be paid by the Ohio Central School System. Subsequent certification or licensure tests or sub-tests fees shall be the responsibility of the student.
4. All students who complete career technical education programs and are still at the facility where the trade was completed or another facility with access to the tests shall take the industry credential exam for their career technical area. The scores for these exams shall be reported to ODE via the Higher Education Information (HEI) electronic system. If no exam exists for the career technical area, this requirement shall be waived. None of the above tests can be proctored or monitored by the career technical teacher in his/her specific area.

5. All students who participate in career technical education programming shall take the following sections of the Work Keys Tests: Locating Information, Reading for Information and Applied Math. These tests shall be administered periodically, but not less than once a fiscal year, per Ohio Department of Higher Education guidelines.
6. Near completion of the program, the Principal or designee (other than the program instructor) shall have the student fill out a Customer Satisfaction Survey (DRC4336). The teacher shall forward the survey to the School Administrator/Assistant Principal and a copy shall be kept by the Principal. All information shall be entered into the AWE database.
7. Upon completion of the program, the Enrollment Disposition Form (DRC4338) shall be completed and forwarded by the Career Technical Instructor to the Career Technical Education Director within five (5) days. The original copy shall go to the School Administrator. A copy shall be placed in the red exit folder with another copy given to the Principal.
8. Only career technical education program completers, who complete a career technical program within their current incarceration, shall be considered for the institutional job classification of Career-Tech Aide.
9. Upon notification of release, a manila folder shall be placed in the student's record office file which shall contain the following: a request for release form, an official transcript and a list of student competencies from the career technical program in which they have studied.

G. Career Passport/Exit Folder

1. An exit folder is required to initiate creation of a career passport for all program completers. This folder shall include:
 - a. Enrollment Disposition Form (DRC4338);
 - b. Program specific competency profile checklist, completed and signed by the instructor;
 - c. Skills-based resume;
 - d. Official typed transcript.
2. The career technical instructor shall forward the exit folder to the guidance office within five (5) days of student program completion. All timelines specified on the front of the exit folder shall be followed.
3. The Principal shall forward the completed exit folder to the Career Technical Education Director for creation of the competency certificate.
4. The Career Passport Request form (DRC4329) shall be completed upon the student's program completion and filed in the student's education management file, to serve as a reminder to the guidance office, unless the inmate is less than thirty (30) days to release.

5. No less than two (2) weeks prior to the release of a student completer from the Department, the guidance office shall complete a Career Passport Request form (DRC4329) to be sent to the Career Technical Education Director to initiate the creation of the career passport.
6. All successful career technical education program completers shall have a career passport forwarded to the appropriate non-facility home address upon their physical release from the facility, in accordance with ORC 3313.607, Career Plans and Passports for Students, and Federal Carl D. Perkins legislation. The career passport shall include:
 - a. Trade competency checklist, if applicable, or NCCER transcript;
 - b. Official typed transcript;
 - c. Appropriate certificate(s) and/or license(s) (if applicable);
 - d. Industry Based Credential Certificate (if applicable);
 - e. Skills-based resume;
 - f. Other trade-appropriate documentation and/or portfolios required for successful reentry job search and employment, including certificates awarded by outside entities.
7. Documents placed in the inmate's record office file shall be given to the inmate upon release and shall include a copy of the official signed transcript, a signed copy of the trade competency checklist, and a copy of the Passport Request Form (DRC4329).

Related Department Forms

School Record-Transcript	DRC4138
Monthly Attendance Record	DRC4299
Career Passport Request Form	DRC4329
Satisfaction Survey	DRC4336
Industrial Visit	DRC4337
Enrollment Disposition	DRC4338
Advisory Committee Membership	DRC4339
Monthly Career Technical Education Report	DRC4340