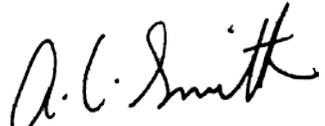


<b>SUBJECT:</b> <b>Career Technical Education Programs</b>	PAGE <u>  1  </u> OF <u>  10  </u>
	NUMBER: <b>57-EDU-12</b>
<b>RULE/CODE REFERENCE:</b> ORC 3313.607, 3313.90, 3313.902, 3313.903, 3333.92, 4709.05; OAC 4709-5-08	<b>SUPERSEDES:</b> 57-EDU-12 dated 04/23/18
<b>RELATED ACA STANDARDS:</b> 4-4469; 5-7B-4469	<b>EFFECTIVE DATE:</b> <b>September 3, 2019</b>
	<b>APPROVED:</b> 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to establish criteria for the effective development and operation of Career Technical Education (CTE) programs available to all eligible inmates in the Ohio Department of Rehabilitation and Correction (ODRC).

## III. APPLICABILITY

This policy is applicable to all persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), contractors providing a service to the ODRC, 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 Diploma Program (ADP)** - Enables participating OCSS career technical education (CTE) programs to provide a pathway for eligible students to earn a High School Diploma issued by the Ohio Department of Education (ODE).

**Adult Program** - Career technical education (CTE) 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, ODRC 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** - Programs with flexible structural program delivery options that lead to certificates, industry-based credentials, the adult diploma and/or occupational licenses. The program's duration is determined by competency attainment requirements and/or credential and occupational license attainment requirements.

**Career Enhancement Programs** - Programs that cover a variety of introductory technical skill areas and are offered twice a quarter and are typically five weeks in duration.

**Career Passport** - Portfolio of achievement documentation made available to each program graduate upon request after release.

**Career Technical Education (CTE)** - Ohio Department of Education (ODE) and Ohio Department of Higher Education (ODHE) 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 create a record of a student's competency attainment.

**Higher Education Information** - A comprehensive relational database operated by the Ohio Department of Higher Education (ODHE) 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.

**Secondary Program** - Career Technical Education (CTE) Program intended for students under the age of 22 who possess neither a High School diploma nor GED including correlated academic programs as offered.

**WebXam** - A computer based standardized test of technical skill attainment for students in career development programs, where such a test exists. Industry Based Credential/Licensure tests will serve as a substitute.

**Work Keys** - A series of standardized tests developed by ACT that measure student academic skills in Graphic Literacy, Applied Math and Workplace Documents. Work keys tests are required of all career development program participants. Career enhancement program students are not required to take a work keys test.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide Career Technical Education (CTE) programs to all eligible inmates of the ODRC through the Ohio Central School System (OCSS).

**VI. PROCEDURES****A. Program Development and Review**

1. New CTE programs of the OCSS shall be developed by the CTE 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 CTE 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 (ODJFS) Labor Market Information data.

**B. Program Structure**

1. Approved CTE 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 at least twenty students. Programs must maintain a minimum of twelve 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 any time.
  - b. In all secondary programs, it is recommended each program begin with fifteen students in the AM and fifteen students in the PM session; however, programs must maintain a minimum of twelve students per instructor.
  - c. In secondary programs, most of the students enrolled should be under 22 years of age and may not possess a High School diploma or GED. All students without a High School diploma or equivalent shall participate in related academic instruction provided by High School certified teachers in related English/Communications, Math or Science.

- d. Any exceptions to these recommendations shall require written approval of the CTE director.
  - e. It is recommended that career enhancement classes shall initially have twenty students per class.
3. All CTE programs shall operate in accordance with the adopted school calendar of OCSS.
  4. All CTE programs shall be provided utilizing an OCSS approved course of study that shall be maintained in an up-to-date status in accordance with ODRC 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 ODE 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 CTE programs shall possess current, valid licensure/certification for their trade area, as required by ODE certification/licensure law, in accordance with ODRC policy 57-EDU-08, Educational Staff Credentials.
  6. All instructors in CTE programs shall develop and maintain a current advisory committee for their program. The committee shall consist of no less than six members.
    - a. Committee membership shall be as follows:
      - i. One career technical instructor – chair;
      - ii. At least three representatives from the trade in private industry/employers/potential employers;
      - iii. At least one appropriate non-education institutional staff; and
      - iv. One 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 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 CTE director.
    - e. All CTE programs at each facility shall conduct at least one annual on-site advisory committee meeting jointly on the same date. This shall be done to enable all program

committee members to have an opportunity to be exposed to all CTE programs at that facility during their visit in order to develop the largest possible pool of potential employers.

7. Each CTE instructor shall conduct 3-5 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 CTE 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 5<sup>th</sup> of each month.
  - a. The school administrator, assistant principal or principal shall then forward all reports to the CTE director/designee by the 10<sup>th</sup> of each month with copies distributed as indicated.
  - b. Information on this report shall be utilized for ODE on-line reporting and program enrollment monitoring.
9. All CTE instructors shall be responsible for maintaining a Monthly Attendance Record (DRC4299) for inmates assigned to their CTE programs.
10. All CTE instructors shall be responsible for tracking inmate progress on their competency sheets on a monthly basis. These shall be reviewed by the assistant principal and/or 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 91 days and 365 days. However, since enrollment is done by out date, it is possible for those inmates 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 or afternoon (where possible) 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**

CTE programs shall be evaluated on an ongoing basis as follows:

1. Annual documented site visits by the CTE director/designee and the ODE corrections consultant;
2. A full and thorough on-site review of each program at least every three years by the CTE director and ODE corrections consultant, or Ohio Department of Higher Education (ODHE) staff member, utilizing the ODE and ODHE evaluation instrument;
3. The CTE director shall review all National Center for Construction Education and Research (NCCER) compliance documentation for applicable programs on an annual basis;
4. 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 CTE 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 CTE programs.
2. Admission to CTE 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 CTE 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. Waiting lists and priority enrollment criteria for CTE programs shall be maintained and followed in accordance with ODRC policy 57-EDU-01, Inmate Assessment and Placement in Educational Programs.
  - d. The State of Ohio Cosmetology and Barber Board requires a 10<sup>th</sup> grade high school completion level for all Cosmetology student admissions. All potential students shall be screened for completion of the 10<sup>th</sup> grade or above before being placed on the appropriate waiting list for admission. Attainment of a GED shall meet the 10<sup>th</sup> grade requirement. A certified copy of conviction document shall be included in the barber student application package for all sex offenders. All potential barbering students are subject to approval by the Ohio State Barber and Cosmetology Board per ORC 4709.05 and OAC 4713-5-09.
3. Students shall be enrolled in only one CTE program during his/her 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 CTE program.
  - b. Detailed letters requesting a waiver of this requirement shall be minimal. All such requests shall be forwarded to the CTE 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 his/her 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 CTE program shall not be concurrently enrolled in an OCSS Advanced Job Training program unless waived by the superintendent.
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 CTE program enrollment.

8. All Work Keys results and industry-based credential test results achieved during 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 CTE instructor shall be responsible for maintaining this form throughout the student's career technical program enrollment.
10. All CTE 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 ODJFS. Registration should occur at the time of enrollment. (ORC 3333.92)

#### **F. Program Completion**

1. Completion of CTE 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 OCSS developed course of study and occupational competencies, as defined by the OCSS and developed and approved by the ODE and/or industry standards.
  - a. The CTE director shall determine hours required for program completion based on industry standards.
  - b. A general exception is successful completion of at least one 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 OCSS. Subsequent certification or licensure tests or sub-tests fees shall be the responsibility of the student. The CTE director may approve subsequent testing opportunities free of charge if funding is available.
4. All students who complete CTE programs and are still at the facility where the trade was completed or another facility with access to the tests may 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 development programs shall take the following sections of the Work Keys: Graphic Literacy, Workplace Documents and Applied Math.

These tests shall be administered periodically, but not less than once a fiscal year, per ODHE 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 CTE program, the Enrollment Disposition form (DRC4338) shall be completed and forwarded by the CTE instructor to the institutional guidance counselor within five days.
8. Only CTE program completers, who complete a CTE program within his/her current incarceration, shall be considered for the institutional job classification of career-tech aide unless a waiver is approved by the CTE director.

#### **G. Adult Diploma Participant Eligibility Criteria/Diploma Requirements**

1. Twenty-two years of age or older, without a High School diploma or GED
2. Successfully complete a participating CTE program and earn a corresponding industry-based credential recognized by the ODE and/or the ODHE for the ADP.
3. Score a composite total of at least thirteen on three ACT Work Keys (i.e., graphic literacy, workplace documents, and applied math) and meet the minimum score required by ACT for probable occupational success on each assessment.

#### **H. ADP Student Registration and Enrollment**

1. Eligible student participants must be informed of and understand the program's requirements and agree to participate.
2. Completed Application (DRC4285) shall be submitted to CTE director for registration as a participant in the ADP system maintained by ODE.
3. To be registered in the ADP system, an ODE SAFE account and individual proxy email address will be established for each participant via the ODE Adult Diploma web site by the OCSS CTE director/designee.
4. All participant registrations and SAFE account applications will be processed at OCSS headquarters.
5. Teachers will provide documentation of participants' attendance and program completion via the monthly reporting process.
6. Evidence of program completion, credential attainment and Work Keys scores shall be reported for participants by the OCSS CTE director/designee.

7. All documentation of attendance, credential attainment and Work Keys scores will be reported to ODE from OCSS headquarters.

**I. Career Passport/Exit Folder**

1. An exit folder is required 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.
2. Prior to program completion, the CTE instructor shall instruct all students how to request a career passport after release. The instructor shall forward the exit folder to the principal.
3. The CTE instructor shall forward the exit folder to the guidance office within five 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 CTE director/designee for creation of the competency certificate.
4. Upon receipt of a Career Passport Request form (DRC4239) from a released inmate, the OCSS shall forward a completed career passport to the released inmate’s appropriate non-facility address in accordance with ORC 3313.607, Career Plans and Passports for Students, and Federal Carl D. Perkins legislation. The career passport shall include hard copies and/or electronic copies of:
  - 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. Adult Diploma Certificate (if applicable);
  - f. Other trade-appropriate documentation and/or portfolios required for successful reentry job search and employment, including certificates awarded by outside entities.

**Related Department Forms**

School Record-Transcript	DRC4138
Adult Diploma Application	DRC4285
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