

1 JUSTICE AND PUBLIC SAFETY CABINET

2 Department of Corrections

3 (Amendment)

4 501 KAR 6:470. Corrections policies and procedures: inmate education and training.

5 RELATES TO: KRS Chapters 196, 197, 197.045, 439.268

6 STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.110, 439.640

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to
8 promulgate administrative regulations deemed necessary or suitable for the proper administration
9 of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require
10 the Department of Corrections to promulgate administrative regulations for the government and
11 discipline of the penitentiary, government and official conduct of all officials connected with the
12 penitentiary, government of the prisoners in their department and conduct, and preservation of the
13 health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative
14 regulations for purposes as the department deems necessary and proper for carrying out the intent
15 of KRS Chapter 197. KRS 439.268 authorizes the department to promulgate administrative
16 regulations for the awarding of probation program credits. This administrative regulation
17 establishes policies and procedures concerning inmate education and training for the Department
18 of Corrections.

19 Section 1. Incorporation by Reference.

(1) "Department of Corrections Policies and Procedures, Chapter 20", November 19, 2025
[~~October 15, 2024~~], are incorporated by reference. Department of Corrections Policies and
Procedures Chapter 20 includes:

20.1	Educational Courses and Educational Sentence Credits 11/19/25[(5/15/24)]
20.2	Apprenticeship Courses (10/15/24)
20.3	Special Education (9/12/2024)

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at
the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd Floor,
Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through Friday,
8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections Web site
in the policies and procedures area at <https://corrections.ky.gov/About/cpp/Pages/default.aspx> or
the regulation filing area at <https://corrections.ky.gov/about/pages/lrcfilings.aspx>.

501 KAR 6:470. Corrections policies and procedures: inmate education and training.

11/19/25

Date

Cookie Crews

Cookie Crews

Commissioner, Department of Corrections

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on February 24, 2026, at 9:00 a.m. at the Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through February 28, 2026. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: Justice.RegContact@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

501 KAR 6:470. Corrections policies and procedures: inmate education and training.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: Justice.RegContact@ky.gov

Subject Headings: Justice and Public Safety, Prisons, Crimes and Punishments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes policies and procedures concerning the education and training of inmates in the custody of the Department of Corrections.

(b) The necessity of this administrative regulation: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. KRS 439.268 authorizes the department to promulgate administrative regulations for the awarding of probation program credits. This administrative regulation establishes policies and procedures concerning inmate education and training for the Department of Corrections.

(c) How this administrative regulation conforms to the content of the authorizing statutes: The administrative regulation governs the operations of the department concerning the education and training of inmates in the custody of the department. This administrative regulation complies with the requirements to promulgate administrative regulations as stated in (b).

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: The administrative regulation and material incorporated by reference establish the policies and procedures that govern the operations of the Department of Corrections and its institutions concerning inmate education and training. It provides direction and information to department employees and offenders concerning the operations of the department.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: The administrative regulation amendment amends CPP 20.1, specifically its provisions related to who may be enrolled in an education program. For an inmate who was on Mandatory Reentry Supervision and was returned as a result of a revocation, for a period nine (9) months, the amendment prohibits such inmate from enrolling in an education program.

(b) The necessity of the amendment to this administrative regulation: The administrative regulation amendment is needed to ensure the safety and security of the public.

(c) How the amendment conforms to the content of the authorizing statutes: The administrative regulation governs the operations of the department concerning inmate education and training. This administrative regulation complies with the requirements to promulgate administrative regulations as stated in (1)(b) above.

(d) How the amendment will assist in the effective administration of the statutes: The amendment is consistent with statutory requirements and is needed to protect the public safety and security.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? No.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: This amendment will affect the Department of Corrections; approximately 3,900 employees; approximately 815 inmates per year who are revoked from mandatory reentry supervision; jailers; and jail employees.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment: Department staff will have to change their actions to comply with operational procedures. Jailers and jail employees will have to comply for state inmates housed in a jail.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): It will cost the Department of Corrections approximately \$2,700,000 to \$4,100,000 per year; it will cost jailers approximately \$549,000.00 to \$823,500.00 per year; it will not cost Department of Correction employees, inmates, or jail employees anything.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The operational procedures will assist in the effective and orderly management of the department, its correctional institutions, jails housing state inmates, and offenders on mandatory reentry supervision. The procedures will also ensure the safety and security of the public.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: Approximately \$2,700,000 to \$4,100,000 per year.

(b) On a continuing basis: Approximately \$2,700,000 to \$4,100,000 per year as adjusted for inflation.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Appropriated funding

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: There will not be an increase in fees or funding necessary to implement this administrative regulation

amendment.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: The administrative regulation amendment does not establish any fees.

(10) TIERING: Is tiering applied? (Explain why or why not) No. Tiering was not appropriate in this administrative regulation amendment because the administrative regulation amendment applies equally to all those individuals or entities regulated by it.

FISCAL IMPACT STATEMENT

501 KAR 6:470. Corrections policies and procedures: inmate education and training.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: Justice.RegContact@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation: KRS 196.035, 197.020, 197.110, and 197.045.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Department of Corrections, its correctional institutions, and offenders on probation and parole will be affected.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year: Approximately \$2,700,000 to \$4,100,000 per year.

For subsequent years: Approximately \$2,700,000 to \$4,100,000 per year as adjusted for inflation.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): Local jails will be affected by this amendment.

(b) Estimate the following for each affected local entity identified in (4)(a):

1. Expenditures:

For the first year: Approximately \$550,000 to \$825,000 per fiscal year.

For subsequent years: Approximately \$550,000 to \$825,000 per fiscal year

as adjusted for inflation.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): Inmates in the custody of the Department of Corrections will be affected by this administrative regulation amendment.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: There will be no expenditures to inmates in the custody of the Department of Corrections.

For subsequent years: There will be no expenditures to inmates in the custody of the Department of Corrections.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: Approximately \$3,300,000 to \$4,900,000 per year as adjusted for inflation.

(b) Methodology and resources used to reach this conclusion:

In 2024, 35 Class B felons, 169 Class C felons, and 610 Class D felons were revoked from Mandatory Reentry Supervision. These inmates were initially released on mandatory reentry supervision 270 days prior to the minimum expiration dates of their sentences. Prior to their return to incarceration, the Class B felons were on supervision for an average of 86 days, the Class C felons were on supervision for an average 75 days, and the Class D felons were on supervision for an average of 94 days. Accordingly, when they were returned to custody, the inmates had on average approximately 6 months left to serve. But for this emergency regulation, these inmates would have been eligible to earn additional sentencing credits and would have been eligible for administrative release.

Because the rate at which each inmate earns sentencing credits varies based on their behavior, program enrollments, education enrollments, and work programs, there is no way to calculate exactly how many days of sentencing credits an inmate would have earned if they were eligible. This analysis estimates that an inmate would have earned between sixty days of sentencing credit (low) and 90 days of sentencing credit (high).

ESTIMATED FISCAL IMPACT TO DOC PER YEAR				
Felony Class	Total Number of Returned Inmates in 2024	Cost to DOC per Day to Incarcerate	60 Day Cost to DOC to Incarcerate	90 Day Cost to DOC to Incarcerate
Class B	35	\$116.41	\$244,461.00	\$366,691.50
Class C	169	\$116.41	\$1,180,397.40	\$1,770,596.10
Class D*	610	\$35.34	\$1,293,444.00	\$1,940,166.00
Total			\$2,718,302.40	\$4,077,453.60

*This analysis assumes that most Class D inmates are housed in county and regional jails.

ESTIMATED FISCAL IMPACT TO JAILERS PER YEAR				
Felony Class	Total Number of Returned Inmates in 2024	Cost** to Jailers per Day to Incarcerate	60 Day Cost to Jailers to Incarcerate	90 Day Cost to Jailers to Incarcerate
Class D	610	\$15.00	\$549,000.00	\$823,500.00
Total			\$549,000.00	\$823,500.00

**This is the approximate cost beyond the \$35.34 paid by DOC to jailers per day.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a “major economic impact”, as defined by KRS 13A.010(13): Yes.

(b) The methodology and resources used to reach this conclusion: Department of Corrections population numbers were used to determine the number of inmates that were returned in 2024. The Department of Corrections cost to incarcerate individuals in its facilities is calculated yearly and is currently set at \$116.41. Payments from the Department of Corrections to jailers for the incarceration of state prisoners is calculated according to statute and is currently set at \$35.34 per day. The Department of Corrections creates an annual estimate of the total cost to jails to incarcerate state inmates. In 2025, the cost per day ranged between \$46.51 and \$56.51. In doing this analysis, \$50.34 per day was used as the midpoint between the two for estimation purposes, resulting in a \$15 per day difference between what the Department of Corrections pays to the jailers and the jailers’ cost to incarcerate.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference is 14.

CPP 20.1 Educational Courses and Educational Sentence Credits
(11/19/25)

The administrative regulation amendment amends CPP 20.1, specifically its provisions related to who may be enrolled in an education program. For an inmate who was on Mandatory Reentry Supervision and was returned as a result of a revocation, for a period nine (9) months, the amendment prohibits such inmate from enrolling in an education program.

CPP 20.2 Apprenticeship Courses (10/15/24)

CPP 20.3 Special Education (9/12/2024)

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	20.1	14
	Date Filed	Effective Date
	November 19, 2025	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.045, 439.268 780 KAR 1:010, 705 KAR 4:231, 2:140 ACA 5-ACI-7B-01 through 5-ACI-7B-03 and 5-ACI-7B-05 through 5-ACI-7B-15 KY Adult Education GED Handbook	Subject EDUCATIONAL COURSES AND EDUCATIONAL SENTENCE CREDITS	

I. DEFINITIONS

"Accredited" means officially recognized as meeting the essential requirements of academic excellence by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

"Adult education" means the instructional course designed for the student encompassing literacy through a General Equivalency Development (GED) credential.

"Career and technical education" means postsecondary education or training in skilled trades, applied sciences, modern technologies, and career preparation offered or approved by the Department of Corrections Division of Education.

"College" or "university" means an accredited, postsecondary, educational institution.

"Correspondence course" means a self-study instruction course contracted by an offender through an accredited college or university approved by the Division of Education, and conducted via U.S. mail.

"Course" means a plan of study consisting of multiple lessons and does not include individual classes within a degree or other educational or technical curriculum.

"Division" means the Department of Corrections Division of Education.

"Individual Learning Plan" or "ILP" means a plan of study developed by the instructor to address a student's educational needs.

"Live Work" means a project that is completed for an individual or organization that is part of a career and technical education course and meets curriculum requirements for the career and technical education course.

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“Student record” means the official record maintained in the offender management system containing test scores, sentence credits, attendance, and course completion documents.

“Transcript” means a record of student achievement used to verify justification and award of educational good time.

II. POLICY and PROCEDURE

The Department of Corrections shall provide an opportunity for an offender to acquire skills which facilitate non-criminal behavior through educational courses. The educational courses shall include general education, career and technical education, postsecondary education opportunities, and other educational courses deemed necessary by the department.

A. Education Courses

1. Academic and career and technical education courses shall require approval and be entered into the offender management system by a designated central office staff member under the authority of the Division Director.
2. Courses shall be certified at least every three (3) years by a state certifying agency or other recognized agency having jurisdiction.
3. Official course completion documents shall be developed and distributed by central office staff only.
4. A list of approved courses shall be available on the DOC website, in the Adult Institutional Education Centers, Probation and Parole Offices, and on-site at Local Detention Centers.

B. Adult Education

1. Adult Education

a. Adult Institutions

(1) General

- (a) The teacher to student ratio shall not exceed 1:18. The preferred instructor to student ratio is 1:15, space permitting.
- (b) An offender assigned to a special management or restrictive housing unit shall

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be provided services similar to those offered to the general population. School administration shall schedule and document periodic visits at least once weekly.

- (c) The Adult Education course may be available to any offender who does not have a GED or high school diploma. Education staff shall prescreen offenders prior to course enrollment.
- (d) The Adult Education course shall be provided at no cost to the offender.
- (e) Flexible scheduling shall allow an offender to enter the course at any time and proceed at an individualized learning pace.
- (f) The curriculum shall be competency based, leading to the GED credential.
- (g) Attendance shall be recorded daily.

(2) Enrollment Procedures

- (a) Institution educational staff shall document all course enrollments, progress, exits, and completions via the offender management system.
- (b) An offender shall sign up to receive educational services at the education center in a DOC institution or contract prison.
- (c) TABE assessment results shall be used to determine the appropriate class assignment.
- (d) All TABE results shall be documented in the electronic student record.
- (e) An Individualized Learning Plan (ILP) shall be prepared for each student.
- (f) Retesting shall occur upon the completion of forty (40) instructional hours or when a

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significant portion of the ILP has been mastered, as determined by the instructor.

(g) A student shall take and pass the GED Ready Test prior to being registered for the GED exam.

(h) Enrollment shall be prioritized for offenders with the earliest release date. Offenders ages 18-21 may receive priority placement.

(3) Exit Procedures

(a) After successful completion of the GED test, the student receives a diploma and transcript from Kentucky Adult Education (KYAE).

(b) The Education Administrator shall submit all GED and transcript information to DOCEdu.Registrar@ky.gov and the Registrar shall document in the student record.

b. Detention Centers or Jails

An offender housed in a detention center or jail may receive academic services through KYAE subject to availability.

c. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive academic services through KYAE subject to availability.

d. Reentry Service Centers or Recovery Kentucky

An offender housed in a center may receive academic services through the KYAE subject to availability.

2. Career and Technical Education

a. Adult Institutions

(1) General

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- (a) Career and Technical Education (CTE) courses are available to any offender holding a high school diploma or GED.
- (b) An offender shall not be permitted to repeat a course previously completed or which is substantially similar in content to a course previously completed.
- (c) Flexible scheduling may allow an offender to enter the course at any time and proceed at an individualized learning pace.
- (d) The curriculum shall be competency based.
- (e) Attendance shall be recorded daily in the offender management system by institutional staff.
- (f) Live work projects
 - i. May be accepted and conducted as part of the curriculum.
 - ii. A live work order form shall require approval from the education administrator and instructor.
 - iii. An individual or organization for which a live work order is accepted shall provide all necessary materials for the job to be completed. The instructor shall not handle payment for materials.
 - iv. The fee for a live work project shall be paid in the form of a check or money order made payable to the Kentucky State Treasurer and deposited in the institution's Trust and Agency account. The fee for a live work project shall be \$15.00 (fifteen dollars).

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v. The fee shall be processed through the institutional business office by the customer.

(g) Tool and toxic control shall comply with the correctional institution's policies and procedures.

(h) The student shall not be transferred until completion of the career and technical education course except for security reasons.

(2) Career and Technical Education Enrollment Procedures

(a) Institution educational staff shall document all course enrollments, progress, exits, and completions via the offender management system.

(b) An offender shall sign up to receive educational services at the education center in a DOC institution or contract prison.

(c) The student shall have minimum required TABE scores on file for National Occupancy Competency Testing Institute (NOCTI) and National Center for Construction Education and Research (NCCER) course enrollments.

(d) Enrollment shall be prioritized for offenders with the earliest release date.

(e) Career and technical education opportunities under the direction of the Division of Education shall only be available in DOC institutions and contract prisons.

(3) Exit Procedures

(a) After successful completion of all course requirements, a transcript shall be completed and signed by the instructor.

(b) The Education Administrator shall:

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- i. Review and sign the transcript.
- ii. Forward the transcript and all pertinent credentials to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(c) The Division of Education Registrar shall:

- i. Review the documentation for accuracy and approve.
- ii. Scan into the offender management system and award the Educational Good Time (EGT) credit.
- iii. Notify the Education Administrator of record.

(d) The student shall receive a DOC transcript.

b. Detention Centers or Jails

An offender housed in a detention center or jail may receive career and technical educational services through local partnerships subject to availability.

c. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive career and technical educational services through accredited institutions subject to availability.

d. Reentry Service Centers or Recovery Kentucky

An offender housed at a center may receive career and technical educational services through local partnerships subject to availability.

3. College or University Educational Courses

- a. College or university courses eligible for educational good time or sentence credit shall require a:

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- (1) Two (2) year or four (4) year course leading to an associate's degree or bachelor's degree;
- (2) Master's degree;
- (3) Doctoral degree; or
- (4) Diploma.

b. Adult Institutions

(1) General

Postsecondary level college courses may be offered in DOC institutions and contract prisons, subject to availability.

(2) Enrollment Procedures

- (a) An offender shall meet the enrollment requirements of the participating college or university.
- (b) The offender shall have adequate time before parole eligibility date or minimum expiration date to complete the coming term.
- (c) An offender shall not be enrolled in more than twelve (12) hours per semester unless approved by the Education Administrator.

(3) Conditions of Participation

- (a) The offender shall abide by all college rules, including rules for attendance, participation, completion of assignments, and standards of behavior.
- (b) The offender shall not be transferred until the conclusion of the semester except for security reasons.
- (c) Financial arrangements for a course shall be the responsibility of the offender.

(4) Exit Procedures

- (a) After successful completion of a postsecondary diploma or degree, the student

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b. Adult Institutions

(1) Enrollment Procedures

- (a) An offender shall meet the enrollment requirements of the participating school.
- (b) A correspondence course shall require approval from the education administrator, deputy warden or warden, and central office branch manager.
- (c) Financial arrangements for a correspondence course shall be the responsibility of the offender.
- (d) A correspondence course shall comply with CPP 16.2 Inmate Correspondence as well as the correctional institution's policies and procedures.
- (e) The offender shall be informed that online or internet access for completing any portion of the correspondence course shall not be permitted.

(2) Exit Procedures

- (a) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the approved correspondence course, the offender shall submit an official transcript to the Education Administrator.
- (b) The Education Administrator shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.
- (c) The Division of Education Registrar shall:
 - i. Review the documentation for accuracy and approve.

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ii. Scan in the offender management system and award the EGT credit.

iii. Notify the Education Administrator of record.

c. Detention Centers or Jails

(1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Class D Coordinator.

(2) The Class D Coordinator shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(3) The Division of Education Registrar shall:

(a) Review the documentation for accuracy and approve.

(b) Scan in the offender management system and award the EGT credit.

(c) Notify the Class D Coordinator of record.

d. Probation and Parole

(1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Probation and Parole Officer.

(2) The Probation and Parole Officer shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(3) The Division of Education Registrar shall:

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- (a) Review the documentation for accuracy and approve.
- (b) Scan in the offender management system and award the EGT credit.
- (c) Notify the Probation and Parole Officer of record.

e. Reentry Service Centers or Recovery Kentucky

- (1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Probation and Parole Officer.
- (2) The Probation and Parole Officer shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.
- (3) The Division of Education Registrar shall:
 - (a) Review the documentation for accuracy and approve.
 - (b) Scan in the offender management system and award the EGT credit.
 - (c) Notify the Probation and Parole Officer of record.

C. Educational Good Time

- 1. EGT shall be awarded in accordance with KRS 197.045(1)(a)(2) and probation education credits shall be awarded in accordance with KRS 439.268(1)(a). The following procedures shall be followed for awarding sentence credit:
 - a. The official GED transcript, a transcript documenting career and technical education course completion, diploma, or college degree for an associate's degree, bachelor's degree, master's degree, or doctoral degree shall be submitted to and

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verified by the Education Administrator, who forwards it to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and a one-time award of ninety (90) days.

- b. For an offender housed in a jail, the official GED transcript or a transcript documenting a diploma, or college degree for an associate's degree, bachelor's degree, master's degree or doctoral degree shall be given to the Class D Coordinator to forward to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and award.
- c. For an offender under supervision of the Division of Probation and Parole, the offender shall submit the official GED transcript or a transcript documenting career and technical education course completion, diploma, or college degree for an associate's degree, bachelor's degree, master's degree, or doctoral degree to his assigned Parole Officer. All documentation shall be forwarded by the Parole Officer to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and award.
- d. Once the Registrar verifies the offender's degree documentation, a sentence credit of ninety (90) days shall be applied by the Division of Education Registrar, unless prohibited in subsection 2 below.
- e. If submitted documentation is rejected for EGT, the offender may refer to CPP 17.4 Administrative Remedies: Sentence Calculations for appeal procedures.

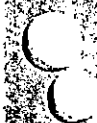
2. Sentence credit shall not be awarded for:

- a. Individual classes;
- b. A certificate;
- c. Completion of a module or level within a larger trade or career or technical education course;
- d. Degree from a non-approved correspondence course provider;
- e. Degree from non-accredited entities; or
- f. Any course not approved by the Division of Education.

D. For an inmate who was on Mandatory Reentry Supervision and was returned as a result of a suspension for a period of nine (9) months beginning on the date that an

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inmate's Mandatory Reentry Supervision is revoked, an inmate shall not be enrolled in an education course.



 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	20.1	14[13]
	Date Filed	Effective Date
Authority/References KRS 196.035, 197.045, 439.268 780 KAR 1:010, 705 KAR 4:231, 2:140 ACA 5-ACI-7B-01 through 5-ACI-7B-03 and 5-ACI-7B-05 through 5-ACI-7B-15 KY Adult Education GED Handbook	<u>November 19,</u> <u>2025[May 15, 2024]</u>	
	Supersedes Effective Date	
Subject		
EDUCATIONAL COURSES AND EDUCATIONAL SENTENCE CREDITS		

I. DEFINITIONS

"Accredited" means officially recognized as meeting the essential requirements of academic excellence by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

"Adult education" means the instructional course designed for the student encompassing literacy through a General Equivalency Development (GED) credential.

"Career and technical education" means postsecondary education or training in skilled trades, applied sciences, modern technologies, and career preparation offered or approved by the Department of Corrections Division of Education.

"College" or "university" means an accredited, postsecondary, educational institution.

"Correspondence course" means a self-study instruction course contracted by an offender through an accredited college or university approved by the Division of Education, and conducted via U.S. mail.

"Course" means a plan of study consisting of multiple lessons and does not include individual classes within a degree or other educational or technical curriculum.

"Division" means the Department of Corrections Division of Education.

"Individual Learning Plan" or "ILP" means a plan of study developed by the instructor to address a student's educational needs.

"Live Work" means a project that is completed for an individual or organization that is part of a career and technical education course and meets curriculum requirements for the career and technical education course.

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“Student record” means the official record maintained in the offender management system containing test scores, sentence credits, attendance, and course completion documents.

“Transcript” means a record of student achievement used to verify justification and award of educational good time.

II. POLICY and PROCEDURE

The Department of Corrections shall provide an opportunity for an offender to acquire skills which facilitate non-criminal behavior through educational courses. The educational courses shall include general education, career and technical education, postsecondary education opportunities, and other educational courses deemed necessary by the department.

A. Education Courses

1. Academic and career and technical education courses shall require approval and be entered into the offender management system by a designated central office staff member under the authority of the Division Director.
2. Courses shall be certified at least every three (3) years by a state certifying agency or other recognized agency having jurisdiction.
3. Official course completion documents shall be developed and distributed by central office staff only.
4. A list of approved courses shall be available on the DOC website, in the Adult Institutional Education Centers, Probation and Parole Offices, and on-site at Local Detention Centers.

B. Adult Education

1. Adult Education

a. Adult Institutions

(1) General

- (a) The teacher to student ratio shall not exceed 1:18. The preferred instructor to student ratio is 1:15, space permitting.
- (b) An offender assigned to a special management or restrictive housing unit shall

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be provided services similar to those offered to the general population. School administration shall schedule and document periodic visits at least once weekly.

- (c) The Adult Education course may be available to any offender who does not have a GED or high school diploma. Education staff shall prescreen offenders prior to course enrollment.
- (d) The Adult Education course shall be provided at no cost to the offender.
- (e) Flexible scheduling shall allow an offender to enter the course at any time and proceed at an individualized learning pace.
- (f) The curriculum shall be competency based, leading to the GED credential.
- (g) Attendance shall be recorded daily.

(2) Enrollment Procedures

- (a) Institution educational staff shall document all course enrollments, progress, exits, and completions via the offender management system.
- (b) An offender shall sign up to receive educational services at the education center in a DOC institution or contract prison.
- (c) TABE assessment results shall be used to determine the appropriate class assignment.
- (d) All TABE results shall be documented in the electronic student record.
- (e) An Individualized Learning Plan (ILP) shall be prepared for each student.
- (f) Retesting shall occur upon the completion of forty (40) instructional hours or when a

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significant portion of the ILP has been mastered, as determined by the instructor.

- (g) A student shall take and pass the GED Ready Test prior to being registered for the GED exam.
- (h) Enrollment shall be prioritized for offenders with the earliest release date. Offenders ages 18-21 may receive priority placement.

(3) Exit Procedures

- (a) After successful completion of the GED test, the student receives a diploma and transcript from Kentucky Adult Education (KYAE).
- (b) The Education Administrator shall submit all GED and transcript information to DOCEdu.Registrar@ky.gov and the Registrar shall document in the student record.

b. Detention Centers or Jails

An offender housed in a detention center or jail may receive academic services through KYAE subject to availability.

c. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive academic services through KYAE subject to availability.

d. Reentry Service Centers or Recovery Kentucky

An offender housed in a center may receive academic services through the KYAE subject to availability.

2. Career and Technical Education

a. Adult Institutions

(1) General

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- (a) Career and Technical Education (CTE) courses are available to any offender holding a high school diploma or GED.
- (b) An offender shall not be permitted to repeat a course previously completed or which is substantially similar in content to a course previously completed.
- (c) Flexible scheduling may allow an offender to enter the course at any time and proceed at an individualized learning pace.
- (d) The curriculum shall be competency based.
- (e) Attendance shall be recorded daily in the offender management system by institutional staff.
- (f) Live work projects
 - i. May be accepted and conducted as part of the curriculum.
 - ii. A live work order form shall require approval from the education administrator and instructor.
 - iii. An individual or organization for which a live work order is accepted shall provide all necessary materials for the job to be completed. The instructor shall not handle payment for materials.
 - iv. The fee for a live work project shall be paid in the form of a check or money order made payable to the Kentucky State Treasurer and deposited in the institution's Trust and Agency account. The fee for a live work project shall be \$15.00 (fifteen dollars).

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v. The fee shall be processed through the institutional business office by the customer.

(g) Tool and toxic control shall comply with the correctional institution's policies and procedures.

(h) The student shall not be transferred until completion of the career and technical education course except for security reasons.

(2) Career and Technical Education Enrollment Procedures

(a) Institution educational staff shall document all course enrollments, progress, exits, and completions via the offender management system.

(b) An offender shall sign up to receive educational services at the education center in a DOC institution or contract prison.

(c) The student shall have minimum required TABE scores on file for National Occupancy Competency Testing Institute (NOCTI) and National Center for Construction Education and Research (NCCER) course enrollments.

(d) Enrollment shall be prioritized for offenders with the earliest release date.

(e) Career and technical education opportunities under the direction of the Division of Education shall only be available in DOC institutions and contract prisons.

(3) Exit Procedures

(a) After successful completion of all course requirements, a transcript shall be completed and signed by the instructor.

(b) The Education Administrator shall:

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- i. Review and sign the transcript.
- ii. Forward the transcript and all pertinent credentials to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(c) The Division of Education Registrar shall:

- i. Review the documentation for accuracy and approve.
- ii. Scan into the offender management system and award the Educational Good Time (EGT) credit.
- iii. Notify the Education Administrator of record.

(d) The student shall receive a DOC transcript.

b. Detention Centers or Jails

An offender housed in a detention center or jail may receive career and technical educational services through local partnerships subject to availability.

c. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive career and technical educational services through accredited institutions subject to availability.

d. Reentry Service Centers or Recovery Kentucky

An offender housed at a center may receive career and technical educational services through local partnerships subject to availability.

3. College or University Educational Courses

- a. College or university courses eligible for educational good time or sentence credit shall require a:

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- (1) Two (2) year or four (4) year course leading to an associate's degree or bachelor's degree;
- (2) Master's degree;
- (3) Doctoral degree; or
- (4) Diploma.

b. Adult Institutions

(1) General

Postsecondary level college courses may be offered in DOC institutions and contract prisons, subject to availability.

(2) Enrollment Procedures

- (a) An offender shall meet the enrollment requirements of the participating college or university.
- (b) The offender shall have adequate time before parole eligibility date or minimum expiration date to complete the coming term.
- (c) An offender shall not be enrolled in more than twelve (12) hours per semester unless approved by the Education Administrator.

(3) Conditions of Participation

- (a) The offender shall abide by all college rules, including rules for attendance, participation, completion of assignments, and standards of behavior.
- (b) The offender shall not be transferred until the conclusion of the semester except for security reasons.
- (c) Financial arrangements for a course shall be the responsibility of the offender.

(4) Exit Procedures

- (a) After successful completion of a postsecondary diploma or degree, the student

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receives a transcript from the college or university.

- (b) The offender shall submit the official transcript to the Education Administrator.
- (c) The Education Administrator shall review the transcript and forward to the Division of Education Registrar at DOCEduc.Registrar@ky.gov.
- (d) The Division of Education Registrar shall verify and award EGT.

c. Detention Centers or Jails

An offender housed in a detention center or jail may receive postsecondary educational services through local partnerships subject to availability.

d. Probation and Parole

An offender currently under supervision by the Division of Probation and Parole may receive postsecondary educational services through accredited institutions subject to availability.

e. Reentry Service Centers or Recovery Kentucky

An offender housed in a center may receive postsecondary educational services through local partnerships subject to availability.

4. Correspondence Courses

- a. Correspondence courses eligible for educational good time or sentence credit shall be provided by an accredited school, college or university and require a:
 - (1) High School Equivalency Diploma;
 - (2) High School Diploma;
 - (3) Two (2) year or four (4) year course leading to an associate's degree or bachelor's degree;
 - (4) Master's degree; or
 - (5) Doctoral degree.

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b. Adult Institutions

(1) Enrollment Procedures

- (a) An offender shall meet the enrollment requirements of the participating school.
- (b) A correspondence course shall require approval from the education administrator, deputy warden or warden, and central office branch manager.
- (c) Financial arrangements for a correspondence course shall be the responsibility of the offender.
- (d) A correspondence course shall comply with CPP 16.2 Inmate Correspondence as well as the correctional institution's policies and procedures.
- (e) The offender shall be informed that online or internet access for completing any portion of the correspondence course shall not be permitted.

(2) Exit Procedures

- (a) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the approved correspondence course, the offender shall submit an official transcript to the Education Administrator.
- (b) The Education Administrator shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.
- (c) The Division of Education Registrar shall:
 - i. Review the documentation for accuracy and approve.

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ii. Scan in the offender management system and award the EGT credit.

iii. Notify the Education Administrator of record.

c. Detention Centers or Jails

(1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Class D Coordinator.

(2) The Class D Coordinator shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(3) The Division of Education Registrar shall:

(a) Review the documentation for accuracy and approve.

(b) Scan in the offender management system and award the EGT credit.

(c) Notify the Class D Coordinator of record.

d. Probation and Parole

(1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Probation and Parole Officer.

(2) The Probation and Parole Officer shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.

(3) The Division of Education Registrar shall:

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- (a) Review the documentation for accuracy and approve.
- (b) Scan in the offender management system and award the EGT credit.
- (c) Notify the Probation and Parole Officer of record.

e. Reentry Service Centers or Recovery Kentucky

- (1) Upon receiving a high school equivalency diploma, a high school diploma, an associate's degree, bachelor's degree, master's degree, or doctoral degree as a result of completion of the correspondence course, the offender shall submit an official transcript to the Probation and Parole Officer.
- (2) The Probation and Parole Officer shall forward the transcript for verification to the Division of Education Registrar at DOCEdu.Registrar@ky.gov.
- (3) The Division of Education Registrar shall:
 - (a) Review the documentation for accuracy and approve.
 - (b) Scan in the offender management system and award the EGT credit.
 - (c) Notify the Probation and Parole Officer of record.

C. Educational Good Time

- 1. EGT shall be awarded in accordance with KRS 197.045(1)(a)(2) and probation education credits shall be awarded in accordance with KRS 439.268(1)(a). The following procedures shall be followed for awarding sentence credit:
 - a. The official GED transcript, a transcript documenting career and technical education course completion, diploma, or college degree for an associate's degree, bachelor's degree, master's degree, or doctoral degree shall be submitted to and

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verified by the Education Administrator, who forwards it to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and a one-time award of ninety (90) days.

- b. For an offender housed in a jail, the official GED transcript or a transcript documenting a diploma, or college degree for an associate's degree, bachelor's degree, master's degree or doctoral degree shall be given to the Class D Coordinator to forward to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and award.
 - c. For an offender under supervision of the Division of Probation and Parole, the offender shall submit the official GED transcript or a transcript documenting career and technical education course completion, diploma, or college degree for an associate's degree, bachelor's degree, master's degree, or doctoral degree to his assigned Parole Officer. All documentation shall be forwarded by the Parole Officer to the Division of Education Registrar at DOCEdu.Registrar@ky.gov for review and award.
 - d. Once the Registrar verifies the offender's degree documentation, a sentence credit of ninety (90) days shall be applied by the Division of Education Registrar, unless prohibited in subsection 2 below.
 - e. If submitted documentation is rejected for EGT, the offender may refer to CPP 17.4 Administrative Remedies: Sentence Calculations for appeal procedures.
2. Sentence credit shall not be awarded for:
- a. Individual classes;
 - b. A certificate;
 - c. Completion of a module or level within a larger trade or career or technical education course;
 - d. Degree from a non-approved correspondence course provider;
 - e. Degree from non-accredited entities; or
 - f. Any course not approved by the Division of Education.

D. For an inmate who was on Mandatory Reentry Supervision and was returned as a result of a revocation for a period of nine (9) months beginning on the date that an

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inmate's Mandatory Reentry Supervision is revoked, an inmate shall not be enrolled in an education course.