

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Career Technical Education

Policy Number: 108.08

Effective Date: 05/01/2025

Page Number: 1 of 10

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Career Technical and Higher
Education)

Access Listing:
Level II: Required Offender
Access

I. Introduction and Summary:

Career Technical Education (CTE) Programs operated by the Georgia Department of Corrections (GDC) provide offenders with job skills and training to prepare them for institutional work assignments and post-release employment. This policy intends to provide agency personnel with uniform guidelines for the operation of CTE Programs. Staff operating offender CTE programs use the advice and assistance of labor, business, and industrial organizations to assist in providing skills relevant to the job market.

II. Authority:

- A. Public Law 101-336 Americans with Disabilities Act; Occupational Safety and Health Act (OSHA): Section 1910.144, and 20 U.S. Code § 1232g Family Educational and Privacy Rights (FERPA);
- B. O.C.G.A. §§42-2-5.2, 42-5-64, 42-5-101, and 42-10-1, *et seq.*
- C. GDC Board Rules: 125-3-5-.04, 125-4-2-.05, 125-4-2-.06, and 125-4-2-.07.
- D. GDC Standard Operating Procedures (SOPs): 108.12 Live Works Projects, 207.01, Use of Inmate Labor on State Housing, 207.02 State Inmates on Private Property, 207.03 Work Assignment Agreement, 207.04 Offender Work Details, 211.01 Inmate Construction Housing Units, 218.03 Control and Dispensation of Gasoline and Hazardous Materials, 220.03 Classification Committee, 222.01 Inter-Institutional Transfer, 228.01 Safety/Sanitation Inspections, and 401.03 Barber Shop Supplies; and
- E. ACA Standards: 5-ACI-7A-05; 5-ACI-7B-02; 5-ACI-7B-03; 5-ACI-7B-04 (; 5-ACI-7B-05; 5-ACI-7B-06; 5-ACI-7B-07; 5-ACI-7B-08; 5-ACI-7B-09; 5-ACI-7B-10; 5-ACI-7B-11; 5-ACI-7B-; 5-ACI-7B-15, and 4-ALDF-5A-02.

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III. Definitions:

As used in this SOP, these terms are defined as follows.

- A. **Career Technical Education (CTE)** - Education that prepares students for a wide range of high-wage, high-skill, high-demand careers. Formerly referred to as Vocational Education.
- B. **Career, Technical and Higher Education (CTHE), Education Program Specialist (EPS)** - Regional education specialist who assists each facility with duties and responsibilities, provides instructional support for all CTE instructors and staff, and performs the Career, Technical and Higher Education assessment at each facility.
- C. **Curriculum** - Subject matter and classroom activities organized and sequenced to foster learning.
- D. **Occupational Safety and Health Administration (OSHA)** – A regulatory agency of the United States Department of Labor that assures safe and healthful working conditions by setting and enforcing standards, and by providing training, outreach, education, and assistance.
- E. **The State Repository of Information System (SCRIBE)** – GDC’s official offender records management system.

IV. Statement of Policy and Applicable Procedures:

- A. Facilities must maintain a minimum enrollment of 85% of the determined program capacity. Facilities must maintain a minimum program completion rate as specified by the Central Office on an annual basis.
- B. Offender Identification:

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1. It is the responsibility of the offender's counselor and other staff, in conjunction with the institutional Classification Committee, to identify possible candidates for CTE programs on a routine basis. Identification consideration should be made for programs at the facility where the offender is located, as well as programs located throughout other GDC facilities.
2. Offender Eligibility Criteria:
 - a. Offenders who are eligible for CTE training should meet the following criteria:
 - i. Meet program entrance requirements as determined by the accreditation body. Special Education students may have modified entry requirements, which will be determined by the accrediting body.
 - ii. Positive disciplinary record. The offender must have received NO disciplinary reports for the past six (6) months. If consideration is being given to an offender who has received a disciplinary report, approval must be received by the Warden at the facility where the program is located.
 - iii. High School diploma or equivalency. If dually enrolled in a CTE program while working towards a GED or equivalent, a student who academically completes the courses in the program but does not complete their high school education will receive a non-certified certificate. The offender will have up to five (5) years to complete high school or equivalent and then apply for and receive TCSG credit hours and a credit certificate.
 - iv. Long-term offenders are eligible; however, priority placement will be given to those within 36 months of release.

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- v. Medical/Physical/MH capabilities. Provisions are made for offenders who require placement for physical, mental, emotional, or learning disabilities. This process is accomplished through the GDC's Americans with Disabilities Coordinator.
- vi. The offender should agree to actively participate in other programs required or recommended for the offender.
- vii. The offender must meet the individual program criteria specific to a designated program.

C. Initial Offender Referral Process:

- 1. Referrals to CTE programs can be made locally if programs are available on-site. Referrals can also be made to programs at other GDC facilities through the transfer request process in accordance with SOP 222.01, Inter-Institutional Transfer. Screening for referrals must be completed for either circumstance.
- 2. Counselors and other staff screen qualified offenders on an ongoing basis for potential training candidates and skilled workers. Referrals may be made from Diagnostics, as well as from permanent facilities. The offender's counselor will submit eligible offenders for review and consideration through their facility's Classification Committee.

D. Inter-Institutional Transfer Referral Process:

- 1. After it has been determined that an offender is a good candidate for an Inter-Institutional Transfer for a CTE training program and meets the basic eligibility criteria as described above, it is the referring facility's responsibility to initiate a transfer request in the Assignment Module in SCRIBE. Request Category: » Programs »» Request Reason »» Programs »» Request Reason Detail »» [Select the desired program].

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2. Additionally, the institution must note in Comments that the offender meets the eligibility criteria for placement and the specific name of the program(s) to be considered.
 3. Offender Administration (OA) will review all transfer requests submitted under the Programs queue for the next available CTE seat. Transfers will only be considered if all the above information is provided and if the offender meets all other classification criteria for transfer consideration. As necessary, OA will coordinate transfers with the Director of CTHE.
- E. Upon CTE program enrollment, SCRIBE data entry related to the offender's program is required.
1. The appropriate program should be opened in SCRIBE to reflect program enrollment.
 2. The offender should be scheduled in SCRIBE correctly.
 3. Upon completion of the program or if a student withdraws/is removed from the program, the program should be closed and the appropriate reason reflected.
- F. CTE Program Completions and Transfer-Out Process:
1. GDC will make a good-faith effort not to transfer offenders while enrolled in CTE programs. However, being enrolled in CTE programs will not inhibit transfers to Transitional Centers.
 2. If the CTE instructor wishes to remove an offender from CTE programming, the removal shall be approved through the Classification Committee prior to the offender being removed from the program in SCRIBE.

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- a. Failure to perform does not constitute immediate removal. The CTE instructor shall ensure there are no underlying reasons for the offender's difficulty in performing and address those reasons if appropriate.
 - b. Receiving a Disciplinary Report (DR) does not constitute immediate removal, and the offender should be allowed to continue in the program if their DR was unrelated to the program and their continuing does not constitute a risk to the safe and secure operations of the facility.
3. Upon the offender's completion of a CTE program, the training facility is responsible for submitting a positive transfer request for the offender under the Assignments Module in SCRIBE, which designates that the offender is available for transfer to a site that could utilize the skills obtained in training. Request Category: » Programs: Select Positive »» Request Reason »» Programs »» Request Reason Detail: Select program completed by offender »» Comments: "The offender completed [Program Name]".
 4. Facilities are also responsible for entering in Case Notes any skilled workers who either came into GDC with a verified skill(s) or have successfully completed a training program/OJT program while with GDC.
 5. OA will draw from the offenders entered under the Programs queue to assist other facilities in meeting their workforce requirements.

G. Classroom Instruction and Management:

1. Business, industry, and community resources are utilized in developing CTE programs.
2. CTE Curriculum should be organized into individualized, competency-based Student Learning Modules (SLMs). Each SLM incorporates theoretical

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instruction, demonstration, and live-work projects in such a way as to teach the student a specific task or competency associated with the trade.

3. In conjunction with the accrediting agency, CTE instructors develop Curricula to best meet the needs of their students and to achieve maximum utilization of available resources. Curricula should be updated regularly, as technology changes, and in accordance with the skill needs of GDC.
4. CTE instructors should ensure proper work habits and ethics as part of classroom training. All student information is considered confidential and will be protected according to state and federal law.
5. All CTE instructors must be certified by a State Department of Education or comparable authority. Holding a nationally recognized industry certification, such as NCCER, AWS, ASE, etc., is acceptable.
 - a. CTE instructors develop, maintain, and, upon request, provide data related to student entrance, progression, and completion in accordance with established guidelines.
 - b. CTE instructors must document student progress and competencies mastered. Progress should be documented within the timeframe of projected completion.
 - c. An Individualized Educational Plan (IEP) will be developed by GDC Special Education staff, in conjunction with CTHE and facility personnel and/or other appropriate educational partners, for offenders with special education needs. These IEPs will be in accordance with GDC, program delivery contractor, and other state agency accommodation procedures.
6. CTE instructors operate individualized programs of instruction to allow flexible student entry and to permit each student to progress according to

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his/her ability and motivation. However, a target completion date should be determined in accordance with established completion guidelines.

7. CTE instructors assess the progress of students through oral and written examinations, as well as through observation of performance on hands-on projects. Progress should be noted using the GDC guidelines for that particular program of instruction.
8. CTE (or other) instructors, or other contract staff, will conduct program reviews and safety inspections for necessary adjustments and improvements. CTHE EPSs will conduct regular reviews.
9. Career Technical instructors shall provide instruction in accordance with the schedule outlined in the Intergovernmental Agreement, or another written agreement signed by all parties that provides oversight to the specified program.

H. Safety and Accident Prevention:

1. The CTE classroom environment (classrooms and labs) will meet minimum applicable federal, state, or local work, health, and safety standards. CTE instructors perform daily and weekly informal inspections for compliance with safety standards. Local designated institutional staff verify that all required inspections have been performed and maintain written documentation of inspections.
2. CTE instructors must maintain their areas in a safe, clean, and orderly manner in accordance with OSHA guidelines.
3. Instructional modules on safety must be incorporated into the program curriculum.

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4. Students are tested on safety, and test results are maintained in the student's folder.
 5. The instructor must be able to provide written documentation that students have demonstrated to the instructor their ability to operate equipment safely and properly.
 6. CTE instructors must continually review the importance of safety in the classroom and lab area and provide adequate instruction on safe and proper handling of materials and use of tools and equipment. Instructional modules on safety must be incorporated into the program curriculum.
 7. CTE instructors must coordinate with the Facility staff:
 - a. To ensure that tools, materials, hazardous, and flammable substances are properly and securely stored, and inventoried;
 - b. To ensure the marking of safety lanes and highlighting of equipment by OSHA standards.
 - c. To ensure that fire extinguishers are properly located, marked, and sufficiently charged.
 8. Institutional supervisory staff who are responsible for the CTE Programs must ensure that safety inspections are conducted, that written documentation is maintained by designated staff, and that such inspections have been performed.
- I. Live Work Projects:
1. Live Works Projects should be accepted and completed in accordance with SOP 108.12 Live Works Projects.

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V. Attachments:

Attachment 1: Career Technical Programs with Facility Location.

VI. Record Retention of Forms Relevant to this Policy:

Attachment 1 is provided for reference purposes and should be retained until updated.