

## ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM

OJT Skill Checklists on file at CGTC

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

Current OJT Programs	Completion Hours	O*NET Codes	Approx Time for 30-hour work week	Approx Time for 40-hour work week
Advanced Graphics Arts and Visual Communication	700	27-1024.00 43-9031.00	24 weeks	18 weeks
Agriculture Harvester	320	45-2092.00	11 weeks	8 weeks
Agriculture Sorter	320	45-2041.00	11 weeks	8 weeks
Animal Caretaker	600	39-2021.00	40 weeks	30 weeks
Animal Trainer	280	39-2011.00	10 weeks	7 weeks
Apiary Worker (Beekeeper)	320	45-2011.00	11 weeks	8 weeks
Appliance Repair	960	49-9031.01 49-9031.02	32 weeks	24 weeks
Arts and Crafts/Design	320	27-1012.00	11 weeks	8 weeks
Assembly Line Worker	320	51-2031.00	11 weeks	8 weeks
Auto Detailing	180	53-7061.00	6 weeks	5 weeks
Auto Mechanic Helper	960	51-9198.00	32 weeks	24 weeks
Auto Repair - Body & Fender	960	49-3021.00	32 weeks	24 weeks
Automotive Maintenance	960	49-3023.01	32 weeks	24 weeks
Automotive Painter Helper	640	49-3021.00	22 weeks	16 weeks
Audiovisual Equipment Repair	720	49-2097.00	24 weeks	18 weeks
Barbering	960	39-5011.00	32 weeks	24 weeks
Barbering/Cosmetology Apprentice	450	29-9041.00 39-5011.00 39-5012.00	15 weeks	12 weeks
Basic Computer Operations	40	43-9011.00	2 weeks	1 week
Braille Digital Media Conversion	520	27-1024.000 43-9031.00	18 weeks	13 weeks
Braille Foreign Language Transcriber	160	27-3091.00	6 weeks	4 weeks
Braille Perkins Writer Repair	480	27-3091.00	16 weeks	12 weeks
Braille Tactile (Graphic Design)	960	27-3091.00 43-9081.00	32 weeks	24 weeks

## ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM

OJT Skill Checklists on file at CGTC

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

Current OJT Programs	Completion Hours	O*NET Codes	Approx Time for 30-hour work week	Approx Time for 40-hour work week
Braille Transcriber	960	27-3091.00	32 weeks	24 weeks
Brick, Stone, Block Masonry	760	47-2021.00	26 weeks	19 weeks
Building Maintenance	960	49-9042.00	32 weeks	24 weeks
Cabinet Maker	960	51-7011.00	32 weeks	24 weeks
Cannery Operations	480	51-3091.00	16 weeks	12 weeks
Care and Preservation Aide	340	43-5081.03	12 weeks	9 weeks
Care and Preservation Lead	160	43-5081.03	6 weeks	4 weeks
Career Clerk	640	43-9061.00	22 weeks	16 weeks
Carpenter	960	47-2031.01 47-2031.02 47-3012.00	32 weeks	24 weeks
Chaplain Assistant	1200	21-2021.00 25-1191.00 43-9061.00	40 weeks	30 weeks
Chemical Distribution (ADV)	320	37-2011.00 51.9023.00	11 weeks	8 weeks
Chromebook Operations	40	43-9011.00	2 weeks	1 week
Clean in Place Operator (Pressure Washing)	450	51-3021.00 51-3022.00 51-9192.00	15 weeks	11 weeks
Composting	360	37-3011.00	9 weeks	12 weeks
Concrete Mason / Finisher (includes Apprentice)	760	47-2051.00	26 weeks	19 weeks
Construction Trades Cluster	280	47-2061.00	10 weeks	7 weeks
Construction Worker	640	47-2061.00	22 weeks	16 weeks
Cook Apprentice	800	35-2012.00	27 weeks	20 weeks
Cosmetology	1530	30-5012.00	51 weeks	39 weeks
Craft Artist (Quilting)	320	27-1012.00	11 weeks	9 weeks
Custodial Maintenance	320	37-2011.00	11 weeks	8 weeks
Data Entry Keyer	216	43-9021.00	8 weeks	6 weeks

## ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM

OJT Skill Checklists on file at CGTC

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

Current OJT Programs	Completion Hours	O*NET Codes	Approx Time for 30-hour work week	Approx Time for 40-hour work week
Diesel Mechanic	960	49-3031.00	32 weeks	24 weeks
Dock Worker	400	53-7062.00	14 weeks	10 weeks
Dog Grooming	320	39-2021.00	11 weeks	8 weeks
Drywall Installer	760	47-2081.00	26 weeks	19 weeks
Electrician Helper (includes Electrician Apprentice)	960	47-2111.00	32 weeks	24 weeks
Embroidery Digitizer	1040	51-6051.00	35 weeks	26 weeks
Farm and Horticulture Worker	550	37-3011.00 45-2093.00	19 weeks	14 weeks
Farm Worker/Egg Producing Farm	450	45-2093.00	15 weeks	12 weeks
Fence Erector	960	47-4031.00	32 weeks	24 weeks
Fiberglass Fabricator	400	51-2051.00	14 weeks	10 weeks
Fine Artist	280	27-1013.00	40 weeks	30 weeks
Fire Fighting – Rescue Operations	1200	33-2011.00	40 weeks	30 weeks
Fish Hatchery Worker	1200	11-9013.03	26 weeks	19 weeks
Floor Covering Installer	760	47-2042.00	15 weeks	12 weeks
Food Preparation	450	35-2021.00	27 weeks	20 weeks
Food Service – Baker	800	51-3011.01	32 weeks	24 weeks
Food Service / Catering Lead (ADV)	960	35-2012.00	32 weeks	24 weeks
Furniture Refinishing (ADV)	960	51-7021.00	16 weeks	12 weeks
Forklift Operator (includes Material Handler)	480	53-7051.00 53-7062.00	10 weeks	7 weeks
Fundamentals of Electricity	280	47-3013.00 49-2111.00	32 weeks	24 weeks

## ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM

OJT Skill Checklists on file at CGTC

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

Current OJT Programs	Completion Hours	O*NET Codes	Approx Time for 30-hour work week	Approx Time for 40-hour work week
Garbage Truck Operator	360	53.7081.00	12 weeks	9 weeks
General Clerk (Law Library)	320	43-4121.00	11 weeks	8 weeks
General Office Clerk	320	43-9061.00	11 weeks	8 weeks
Graphic Arts	672	27-1024.00 43-9031.00	23 weeks	17 weeks
Greenskeeper	480	37-3011.00	16 weeks	12 weeks
Grounds Landscaper	280	37-3001.00	10 weeks	7 weeks
Groundskeeper	180	37-3019.99	6 weeks	5 weeks
Groundskeeper Lead (ADV)	340	37-1012.00 37-3019.00	12 weeks	9 weeks
Gym Aide	320	27-2022.00	11 weeks	8 weeks
Heavy Equipment Mechanic	1200	49-3042.00	40 weeks	30 weeks
Heavy Equipment Operator	960	47-2071.00 47-2072.00 47-2073.00 47-2073.01 47-2073.02	32 weeks	24 weeks
Highway Maintenance Crew Worker	750	47-4051.00	25 weeks	19 weeks
Highway Sign Fabricator	600	47-2211.00	20 weeks	15 weeks
Housekeeping Cleaner	360	37.2012.00	12 weeks	9 weeks
Horticulture Worker I	450	37-3011.00	15 weeks	12 weeks
Horticulture Worker II	960	45-2092.01	32 weeks	24 weeks
Hospitality Worker	400	11-9081.00	14 weeks	10 weeks
HVAC (includes Mechanic & Helper)	1200	49-9021.00 49-9021.01	40 weeks	30 weeks

## ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM

OJT Skill Checklists on file at CGTC

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

Current OJT Programs	Completion Hours	O*NET Codes	Approx Time for 30-hour work week	Approx Time for 40-hour work week
Industrial Metal Assembling Operations	800	51-4122.00	27 weeks	20 weeks
Industrial Powder Coating	800	51-9121.00	27 weeks	20 weeks
Intro to American Sign Language	160	27-3091.00	6 weeks	4 weeks
Intro to Multimedia and Animations	960	27-1014.00 43-9031.00	32 weeks	24 weeks
Intro to Music Production	600	27-4014.00 27-4011.00	20 weeks	15 weeks
Intro to Video Production	350	27-4011.00 27-4031.00	12 weeks	9 weeks
Inventory Specialist / Stock Clerk	400	53-7065.00	14 weeks	10 weeks
Kitchen Helper	450	35-2021.00	15 weeks	12 weeks
Landfill Worker	480	53-7081.00	16 weeks	12 weeks
Landscaping (Florist)	320	37-3011.00	11 weeks	8 weeks
Landscape Worker	400	37-3011.00	14 weeks	10 weeks
Laundry Specialist (ADV)	340	51-6011.00	12 weeks	9 weeks
Laundry Worker	340	51-6011.00	12 weeks	9 weeks
Lead Cook (GDC & GCI)	240	35.2012.00	8 weeks	6 weeks
Library Clerk	375	25-4031.00	13 weeks	10 weeks
Livestock Handler	640	45-2093.00	22 weeks	16 weeks
Machine Operator	400	51-4022.00 51-4081.00	14 weeks	10 weeks
Mason Helper	760	47-3011.00	26 weeks	19 weeks
Master Carpentry (ADV)	2200	47-2031.01 47-2031.02 47-3012.00	74 weeks	55 weeks
Meat Processing	640	51-3021.00 51-3022.00 51-3023.00	22 weeks	16 weeks
Medical Assistive Device Repair	375	49-9071.00	13 weeks	10 weeks

## ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM

OJT Skill Checklists on file at CGTC

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

Current OJT Programs	Completion Hours	O*NET Codes	Approx Time for 30-hour work week	Approx Time for 40-hour work week
Mural Artist	400	27.1013.00	14 weeks	10 weeks
Musicians and Singers	380	27-2042.00	13 weeks	10 weeks
Offender Helper	240	31-1014.00	8 weeks	6 weeks
Packaging	750	51-9111.00	25 weeks	19 weeks
Painter I	320	47-2141.00 47-3014.00	11 weeks	8 weeks
Painter II	960	47-2141.00 47-3014.00	32 weeks	24 weeks
Pipe Fitters	960	47-2152.01	32 weeks	24 weeks
Plant Health Care Technician	375	37-3013.00	13 weeks	10 weeks
Plumbing (includes Plumbing Apprentice/Helper)	960	47-2152.02 47-3015.00	32 weeks	24 weeks
Poultry Processing	640	51-3021.00 51-3022.00 51-3023.00	22 weeks	16 weeks
Preventive Maintenance	900	49-9071.00 49-9043.00	30 weeks	23 weeks
Printing Machine Operators/Hand Printers	640	51-5023.09	22 weeks	16 weeks
Productions Operator	700	51-6042.00	24 weeks	18 weeks
Quality Control Operations (incl. Backlash)	700	17-2112.00 19-4099.01	24 weeks	18 weeks
Recreation Aide	450	39-9032.00	30 weeks	23 weeks
Recreation Coordinator (ADV)	640	39-9032.00	22 weeks	16 weeks
Reinforcing Metal Worker	760	47-2171.00	26 weeks	19 weeks
Roofer	960	47-2181.00	32 weeks	24 weeks
Rubber Mill Operator	900	51-9021.00	30 weeks	23 weeks
Sanitation Laborer	480	53-7081.00	16 weeks	12 weeks

## ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM

OJT Skill Checklists on file at CGTC

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

Current OJT Programs	Completion Hours	O*NET Codes	Approx Time for 30-hour work week	Approx Time for 40-hour work week
Sanitation Technician	320	51-9192.00	11 weeks	8 weeks
Sculpting	320	27-1013.00	11 weeks	8 weeks
Second Chance Dog Trainer	400	39-2011.00	14 weeks	10 weeks
Service Station Attendants	320	53-6031.00	11 weeks	8 weeks
Shampoo Assistant	320	39-5093.00	11 weeks	8 weeks
Sheet Metal Worker	960	47-2211.00	32 weeks	24 weeks
Shoe Repair	960	51-6041.00	32 weeks	24 weeks
Shoe Shiner	160	51-6041.00	6 weeks	4 weeks
Small Engine Mechanic	960	49-3051.00 49-3052.00 49-3053.00	32 weeks	24 weeks
Stucco Mason	450	47-2161.00	15 weeks	12 weeks
Supervisor Aide	80	25-9041.00	3 weeks	2 weeks
Television and Radio Repairer	960	49-2097.00	32 weeks	24 weeks
Tile Setting	960	47-2044.00	32 weeks	24 weeks
Tow Truck Driver	320	53-3032.00	11 weeks	8 weeks
Tractor Operator	600	45-2091.00	20 weeks	15 weeks
Tractor-Trailer Truck Driver (Commercial)	480	53-3032.00	16 weeks	12 weeks
Upholstery	1200	51-6093.00	40 weeks	30 weeks
Wall Covering Installer	760	47-2142.00	26 weeks	19 weeks
Warehouse and Inventory Control	372	43-5081.03	13 weeks	10 weeks
Warehouse Operations	625	43-5081.03	21 weeks	16 weeks
Warehouse or Store Clerk	320	43-5081.00	11 weeks	8 weeks
Warehouse Stock Clerk	320	43-5081.03	11 weeks	8 weeks
Wastewater Treatment Plant Operator	800	51-8031.00	27 weeks	20 weeks
Welder (ADV)	1200	51-4233.00 51-4121.06 51-4121.07	40 weeks	30 weeks

## **ON THE JOB TRAINING (OJT) CERTIFICATE PROGRAM**

### **OJT Skill Checklists on file at CGTC**

A form of one-on-one training located at the job site (correctional institution), where someone (member of correctional staff) who knows how to do a task shows another (the inmate) how to perform mainly unskilled or semiskilled work that did not require specialized knowledge.

<b>Welding (includes Welder Apprentice)</b>	<b>960</b>	<b>51-4121.06</b>	<b>32 weeks</b>	<b>24 weeks</b>
<b>Woodworker</b>	<b>960</b>	<b>47-3012.00</b>	<b>32 weeks</b>	<b>24 weeks</b>
<b>Work Order Technician</b>	<b>340</b>	<b>43-5061.00</b>	<b>12 weeks</b>	<b>9 weeks</b>