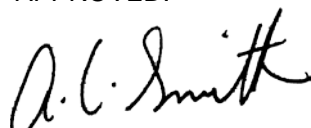




SUBJECT: Advanced Job Training Programs	PAGE <u> 1 </u> OF <u> 9 </u>
	NUMBER: 57-EDU-04
RULE/CODE REFERENCE:	SUPERSEDES: 57-EDU-04 dated 11/05/18
RELATED ACA STANDARDS:	EFFECTIVE DATE: November 7, 2019
	APPROVED: 

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 governing recruitment, eligibility, retention, and dismissal of inmates in advanced job training programs provided through Ohio Penal Education Consortium (OPEC) institutions.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), contractors providing a service to the ODRC, and inmates. The procedures set forth are specifically directed to those employees and contractors directly involved in the provision of advanced job training to the inmate population. Each inmate who enrolls or re-enrolls into an OPEC offered Advanced Job Training (AJT) program after the effective date of this policy shall be held accountable for all provisions of this policy.

IV. DEFINITIONS

“Add Period” of a Term - The first five (5) calendar days of a term of enrollment within an advanced job training program shall serve as the Add Period of the term. During this period, inmates may be added to the advanced job-training program.

Advanced Job Training (AJT) - On-site college programming that is financed in whole or part through the ODRC to the colleges and universities providing instruction.

Advanced Job Training Coordinator (AJT Coordinator) - A representative of a college or university that has entered into a legal agreement with the ODRC to provide AJT to eligible inmates. The AJT coordinator is partially responsible for the administration and teaching of AJT to eligible inmates. The school administrator shall be assigned as the functional supervisor of the AJT coordinator within the institution.

Comprehensive Adult Student Assessment System (CASAS) - A nationally recognized standardized assessment used to determine student educational level.

“Drop Period” of a Term - All adjustments to an inmate’s course load to include dropping credit hours; must be made prior to the 10th day of the term, or college/university withdrawal period, whichever timeframe is longer.

High School Equivalency (HSE) - A comprehensive way to secure a high school diploma through a HiSET exam, General Educational Development (GED), or Test Assessing Secondary Completion (TASC).

Ohio Penal Education Consortium (OPEC) - An organization made up of all colleges and universities that are under contract with the ODRC to provide AJT to inmates.

Pell ESI - Federal Experimental Site Initiative funding awarded by the United States Department of Education, allowing approved colleges/universities to provide extended service.

School Administrator’s Designee - An appropriate ODRC employee assigned to assist the school administrator in completing required duties within the provisions of this policy. The school administrator retains responsibility for proper implementation of all duties listed herein and must ensure that any designee utilized is appropriately trained or familiar with the duties being assigned. Under no circumstances are non-department personnel, including the AJT coordinator, to be assigned as the school administrator’s designee.

Term of Enrollment - A division of a school year, such as a semester or quarter, during which a course of study is offered.

Test of Adult Basic Education (TABE) - A nationally recognized standardized assessment used to determine student educational level.

Transcripts - The individual student’s cumulative education record within a school district.

Transitional Program Unit (TPU) - A specialized housing unit requiring close supervision of inmates that are placed in Restrictive Housing (RH), Extended Restrictive Housing (ERH), or may be placed in Limited Privilege Housing (LRH).

V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to make available to eligible inmates the opportunity to participate in Advanced Job Training (AJT) programs offered through the Ohio Penal Education Consortium (OPEC).

VI. PROCEDURES**A. Recruitment**

The AJT coordinator, in conjunction with the school administrator/designee, shall be responsible for the recruitment of eligible inmates into the AJT program. Recruitment shall consist of, but is not limited to:

1. Announcements and distribution of literature in the school area and housing units;
2. Providing a list of HSE graduates to the AJT coordinator to allow for direct contact with HSE recipients; and
3. Providing institution orientation to all incoming inmates on the AJT program.

B. Eligibility Screening

1. In order to be eligible for enrollment in a state or federally funded AJT program, an inmate must meet the following criteria:
 - a. Applicable admissions criteria, as specified by the college or university;
 - b. Have attained a high school diploma or HSE;
 - c. Have attained a reading score of 231 and above on a C level test or higher of the CASAS or an 8.0 and above on the TABE, that is less than two (2) years old;
 - d. Have enough time to complete at least one (1) term prior to release date or parole board hearing date + 60 days unless waived by the superintendent/designee;
 - e. Be clear of RH placement for 30 consecutive days and/or extended restrictive housing (ERH) placement within the previous 6 months;
 - f. Have not previously completed two (2) associate degrees or a bachelor's degree with an OPEC program within ODRC during the current incarceration; unless on scholarship or self-pay or otherwise waived by the superintendent/designee;
 - g. Has agreed to and signed the Terms of Enrollment Agreement form (DRC4286).
2. The AJT coordinator shall initiate eligibility screening by providing an initial list of AJT applicants to the school administrator no less than three (3) weeks prior to the start of the term. The list of potential students shall include potential new and returning students. All original signed Terms of Enrollment Agreements (DRC4286) must be attached to the applicant list to be placed in each inmate's Education Management File (EMF). The AJT coordinator shall be permitted to submit additional names of potential students for eligibility screening up until the end of business of the 1st calendar day of the term. Inmates may be removed up to the 10th business day or college/university withdrawal date whichever is longest without penalty to the inmate or payment to the college or university.
3. Immediately following the receipt of the list of AJT applicants, but no later than the 1st calendar day of the term, the school administrator's designee shall complete an Advanced Job Training Enrollment form (DRC4288) on each inmate, including new and returning students, utilizing the inmate EMFs, DOTS Portal, and inmate disciplinary records.

4. The school administrator shall review all enrollment forms and determine final eligibility within two (2) weeks of receipt but no later than the 1st day of the term barring exceptional circumstances, noting in the comment column of the AJT Enrollment form (DRC4288) the reason for any inmate deemed ineligible for the program. The school administrator shall then sign and return a copy of the form to the AJT coordinator. The school administrator shall maintain all original enrollment forms in each inmate's EMF. Exceptional circumstance includes, but is not limited to, new testing and verification of HSE/high school diploma.
5. Once eligibility is verified, the school administrator/designee shall work in conjunction with the AJT coordinator to ensure all inmates enrolled into the AJT program are reclassified and/or assigned to the program in a timely manner. Under no circumstances shall an inmate be enrolled into an AJT program without a properly completed Advanced Job Training Enrollment form (DRC4288), signed by the school administrator, indicating the inmate is eligible for either state or federal funding in consultation with the AJT coordinator.
6. In the event the AJT coordinator and/or the inmate disagrees with the school administrator's decision as to eligibility, he/she may submit a written appeal of the finding to the superintendent/designee of the Ohio Central School System (OCSS) by the 10th calendar day of the term but may not invoice for payment for the student while the appeal is pending. Prior to the final determination of the appeal, the inmate shall be allowed to attend class.
7. Waiver of the previous OPEC program completion requirement shall be minimal. All such requests shall be forwarded to the superintendent/designee, along with detailed documentation, for approval. Approval or denial of such requests shall be forwarded to the school administrator for placement in the inmate's EMF.

C. Terms of Enrollment

1. Each inmate who wishes to be considered for participation in an AJT program offered by an OPEC institution must review and agree to comply with the following terms of enrollment. The inmate must:
 - a. Meet all criteria for program participation, including maintaining satisfactory academic progress as defined by the current college or university catalog;
 - b. Have no more than one (1) unexcused absence per term including unexcused tardy (U/T);
 - c. Earn satisfactory ratings on performance evaluation(s) completed by the AJT coordinator each enrolled term within the calendar year;
 - d. Remain clear of security threat group (STG) affiliation during program enrollment, as indicated by the inmate's disciplinary record;
 - e. Have no current Rules Infraction Board (RIB) guilty verdicts that result in a placement into a restrictive housing (RH) unit that limits the ability to participate in college programming;
 - f. Be expected to complete each credit hour of enrollment.

2. The AJT coordinator shall be responsible for obtaining a signed AJT Terms of Enrollment Agreement (DRC4286) from each inmate who wishes to be considered for participation in an AJT program. The AJT Terms of Enrollment Agreement (DRC4286) must only be signed once upon the student's initial enrollment into an OPEC advanced job training program.
3. Inmate non-compliance of the AJT Terms of Enrollment Agreement (DRC4286) may result in termination from the AJT program.
4. Priority for enrollment shall be given to students with the least time on their-sentence or to Parole Board Hearing. This will also apply to any AJT waiting lists.

D. Verification of Enrollment

1. All inmates must be properly screened for eligibility and enrolled into the AJT program no later than the 1st calendar day of the term, except in the instance of an outstanding appeal to eligibility. All deletions to each inmate's course load of credit hours from the inmate's approved class schedule must be completed prior to the end of business on the 10th calendar day of the term. Inmates shall be required to complete the total hours of enrollment at the end of the Drop/Add period. If all hours are not completed, the reasons shall be noted on the AJT Invoice Verification form (DRC4283) end of term submission. The only exception to the withdrawal time frame will be PELL ESI students who will follow Pell guidelines for withdrawal.
2. On the 15th calendar day of the term, the AJT coordinator shall complete the Drop/Add portion of the AJT Invoice Verification (DRC4283), indicating those students who are enrolled into the program. Once the AJT Invoice Verification (DRC4283) is submitted, there shall be no further adjustments to the total credit hours enrolled by each student, except where required due to the outcome of a pending appeal concerning eligibility of Pell ESI timeframes.
3. The AJT coordinator shall submit the original, signed AJT Invoice Verification (DRC4283) to the school administrator, who shall review the information to ensure each inmate listed has been approved for enrollment into the current term. The school administrator will then sign the accurate AJT Invoice Verification (DRC4283) and ensure a copy of the form is attached to the AJT invoice when received.
4. The invoicing procedures for the AJT programs are detailed in ODRC Policy 57-EDU-10, Ohio Penal Education Consortium Fiscal Issues. In reviewing and approving the invoice for payment, the school administrator shall verify the status of any submitted appeals and ensure the invoice has been updated accordingly.
5. In the event of exceptional circumstance where ten (10) or more enrolled students' eligibility were determined to be within the time line of the affected OPEC college or university, pursuant to ODRC Policy 57-EDU-10, Ohio Penal Education Consortium Fiscal Issues, that college or university may submit in writing to the OCSS superintendent a letter of explanation and a current/new AJT Invoice Verification (DRC4283). The OCSS superintendent shall forward to the deputy director of the Office of Administration

for approval. Once approved, it shall be forwarded to the ODRC Director for approval. Once final approval is obtained, the invoice shall be submitted for processing and payment to the OPEC college or university.

E. Removal or Withdrawal Provisions

1. As soon as an enrolled inmate violates a condition of this policy, or the AJT Terms of Enrollment agreement (DRC4286) other than the attendance provision, the school administrator shall initiate an assessment and report his/her findings to the managing officer/designee concerning the imposition of the removal/withdrawal provisions. The report to the managing officer/designee shall be documented on the AJT Removal/Withdrawal Assessment (DRC4302).
2. The school administrator shall immediately initiate removal proceedings when an inmate violates the attendance requirement prior to the 15th day of the term. If the inmate violates the attendance requirement after the 15th day of the term, the school administrator shall initiate the removal paperwork at the end of the term.
3. The managing officer/designee shall decide on the removal/withdrawal report. Exceptions to the removal requirement and one (1) year suspension of enrollment shall only be permitted if it is found that violation was due to circumstances beyond the inmate's control, such as placement in a TPU without a follow-up guilty finding, and short-term out-to-court or medical roundtrips.
4. The managing officer/designee shall submit the original AJT Removal/Withdrawal Assessment (DRC4302) to the Education department, to be maintained in the inmate's EMF. A copy of the AJT Removal/Withdrawal Assessment (DRC4302) shall be distributed to the responsible deputy warden, school administrator, AJT coordinator, and the inmate.
5. The school administrator shall immediately carry out the removal/withdrawal of a student from the program upon directives from a managing officer/designee.
6. The managing officer/designee shall consult the school administrator when an inmate who is enrolled into the AJT program requests or is scheduled for an institutional transfer. In all cases, the institution should make every effort to delay an institutional transfer until after the completion of the Term of Enrollment. If the inmate is transferred, then the receiving school administrator shall determine, in consultation with the AJT coordinator, if there is a similar course load offered at the institution to enroll the student. The school administrator shall ensure the student's name is listed on the end of term portion of the AJT Invoice Verification form (DRC4283) and properly indicate that the student is a transfer from a previous institution. If the student cannot be immediately enrolled, all efforts shall be taken to help the student complete his/her course work in the new institution. All transfer students will be subject to waitlist and provisions of section VI.C.4 and VI.D.1 of this policy unless otherwise waived.

F. End of the Term Verification

1. On the final day of each Term of Enrollment, the AJT coordinator shall update a copy of that term's AJT Invoice Verification (DRC4283), completing the end of the term portion of the form. The school administrator shall ensure each inmate who does not complete the full Term of Enrollment is assessed to determine the appropriateness of imposing removal or withdrawal provisions.
2. When the discrepancy between the number of hours enrolled and the number of hours completed is due to failed coursework, this shall be clearly noted on the AJT Invoice Verification (DRC4283). Failed coursework shall only be considered as a reason for removal/withdrawal when determining if the inmate has maintained satisfactory academic progress, as determined by the college/university catalog.

G. Self-Pay and Scholarship Students

1. Colleges or universities under contract with the ODRC shall be permitted to provide scholarship funding for inmate(s) who do not meet the criteria for state funding. The AJT coordinator shall notify the school administrator in writing when issuing a scholarship recommendation.
2. The college or university may choose to allow an inmate to repeat a course at no cost to ODRC for which they received a failing or incomplete grade.
3. Inmates who are not eligible for state funding to participate in AJT programs provided by the ODRC may also elect to fund their own college-level education through self-pay methods. Inmates who enroll in self-paid college classes, either offered on-site at an ODRC institution or through correspondence coursework, must pay the tuition fee established by the college or university with which he/she enrolls.
4. When the inmate is participating in self-pay, college-level classes offered through the OPEC, the college shall then be required to provide a receipt. The school administrator's designee shall document the participation on the inmate's OCSS School Record – Transcript (DRC4138) at least quarterly. The transcript shall also be marked to clearly demonstrate the inmate's status as a self-pay student. The remainder of the procedural requirements contained within this policy shall not apply to self-pay students.
5. Participation in self-pay programming offered through colleges or universities not affiliated with the OPEC is not required to be documented in the inmate's EMF.
6. Participation in correspondence courses offered through colleges or universities not affiliated with the OPEC is not within the purview of the OCSS. The OCSS does not coordinate non-OPEC affiliated correspondence courses.

H. Record Maintenance/Coordination

1. The school administrator's designee shall ensure each inmate's OCSS School Record Transcript (DRC4138) is updated.

2. The school administrator/designee shall maintain at least the following documents in each inmate's EMF:
 - a. OCSS School Record – Transcript (DRC4138);
 - b. Terms of Enrollment Agreement (DRC4286);
 - c. Advanced Job Training Enrollment Form (DRC4288);
 - d. Removal/Withdrawal Assessment (DRC4302), where applicable;
 - e. Inmate Evaluation Report (DRC2012);
 - f. Cash slip(s) and tuition receipts for self-pay students of OPEC colleges/ universities;
 - g. All previous college records completed during the inmate's enrollment into an OPEC training program.

I. Responsibilities of the Job Training Coordinator

In addition to the previously listed duties, the AJT coordinator shall be responsible for the following:

1. The AJT coordinator shall submit a class calendar for each term to the school administrator and post a calendar in a prominent location within the school by the 5th day of the term. Any changes to the previously submitted quarterly schedule must be in writing and a copy provided to the school administrator.
2. The AJT coordinator shall submit a monthly schedule of his/her personal office hours to the school administrator by the 5th of each month. Any changes to the previously submitted monthly office schedule must be made in writing and a copy provided to the school administrator.
3. The AJT coordinator shall provide an accurate monthly classroom attendance report to the school administrator no later than the last working day of each month. Monthly attendance for all AJT shall be documented using the Earned Credit Attendance form (DRC4299).
4. To ensure continuity in institutional operations, the AJT coordinator shall secure a college or university substitute instructor or reschedule any class/classes cancelled due to the absence of an instructor assigned by the college or university. The school administrator shall be notified of the change in writing.
5. To ensure proper documentation, the AJT coordinator shall submit official confirmation of course completion for each student enrolled in the AJT program and the list of students who have completed the AJT program during the term to the school administrator at the end of each term.
6. The AJT coordinator shall submit a list of students who the college or university has determined fail to maintain satisfactory academic progress, as defined by the current college or university catalog, at the end of each term. The school administrator shall initiate the AJT Removal/Withdrawal Assessment (DRC4302) on these students.

7. The AJT coordinator shall submit an Inmate Evaluation Report (DRC2012) at the end of each term on each student who was/is enrolled. The AJT coordinator shall turn the completed evaluations into the school administrator prior to the start of the next term.

J. Responsibilities of the School Administrator

In addition to all previously listed duties, the school administrator shall be responsible for the following, as indicated:

1. The school administrator shall complete observations of a minimum of four (4) AJT classes each term, to include at least one (1) weekend and one (1) evening class, if applicable. In some cases, scheduling of classes may require an adjustment in work schedule.
 - a. The observations shall be documented on the AJT Class Observation Log (DRC4287) and be maintained by the school administrator. Observations shall include confirming the students' attendance and generally observing instruction is taking place.
 - b. The school administrator shall submit a written report of their findings to the responsible deputy warden and the AJT coordinator whenever unusual circumstances would require such reporting.
2. The school administrator shall complete the monthly Earned Credit Report, based on the guidelines set forth in ODRC Policy 80-INC-02, Earned Credit for Productive Program Participation.
3. The school administrator shall monitor monthly attendance records for all AJT students to ensure each inmate has no more than one (1) unexcused absence per term.
4. The school administrator shall ensure the AJT coordinator secures a college or university substitute instructor or reschedule any class/classes cancelled due to the absence of an instructor assigned by the college or university. If an emergency is declared by the college or university, the staff and students are not required to reschedule the missed class.

Related Department Forms:

Inmate Evaluation Report	DRC2012
School Record - Transcript	DRC4138
Advanced Job Training Invoice Verification	DRC4283
Advanced Job Training Terms of Enrollment Agreement	DRC4286
Advanced Job Training Class Observation Log	DRC4287
Advanced Job Training Enrollment	DRC4288
Monthly Attendance Record	DRC4299
Advanced Job Training Removal/Withdrawal Assessment	DRC4302