


**U.S. DEPARTMENT OF JUSTICE**  
**Federal Bureau of Prisons**



**PROGRAM STATEMENT**  
**Career and Technical Education Programs**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	RSD
Number	5353.02
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**Summary of Changes**

<p><i>Program Statement Rescinded:</i></p> <ul style="list-style-type: none"><li>▪ 5353.01 Occupational Education Programs (12/17/2003)</li></ul>
<p><i>Changes:</i></p> <ul style="list-style-type: none"><li>▪ Changes the title of the policy from “Occupational Education Programs” to “Career and Technical Education Programs” to reflect updates consistent with community standards.</li><li>▪ Defines the responsibilities of Education Services Branch (ESB), Regional Offices, and institution staff.</li><li>▪ Adds a new education category, certification courses, to document job credentials with 99 hours or less.</li><li>▪ Defines the types of CTE programs.</li><li>▪ Clarifies the Apprenticeship Committee requirements.</li><li>▪ Clarifies the Trade Advisory Committee requirements.</li><li>▪ Modifies live-work percentage requirement.</li><li>▪ Removes specific references to Bureau inmate management system coding. Staff must now refer to the ESB page of the Bureau’s intranet site for guidance regarding this system and required codes for CTE programs.</li></ul>

1. **§ 544.50 Purpose and scope.**

The Bureau of Prisons offers eligible inmates the opportunity under its occupational education programs to participate in occupational education courses for the purpose of obtaining marketable skills designed to enhance post-release employment opportunities.

This program statement defines the scope of occupational training programs in institutions managed by the Bureau of Prisons (Bureau). Occupational training programs, as referred to in blue regulatory text, are now known as Career and Technical Education (CTE) programs. CTE programs include vocational training, occupational training, apprenticeship, job readiness, and job certificate programs.

Quality CTE programs consist of:

- Competency-based curriculums, materials and classroom resources, which teach specific job skills to inmates.
- Contemporary job skills that assist inmates with post-release employment.
- Nationally, regionally, or industry-recognized certification or accreditation from a state or other recognized accreditation from an association or agency.
- Sufficient hands-on experience and/or simulation experience.

#### **§ 544.80 Purpose and scope.**

In consideration of inmate education, occupation, and leisure-time needs, the Bureau of Prisons affords inmates the opportunity to improve their knowledge and skills through academic, occupation and leisure-time activities. All institutions, except satellite camps, detention centers and metropolitan correctional centers, shall operate a full range of activities as outlined in this rule.

To support inmate job skill development efforts, Satellite Prison Camps, Federal Detention Centers (to include the Federal Transfer Center), Metropolitan Correctional Centers, Metropolitan Detention Centers, Administrative Maximum, and Federal Medical Centers are also strongly encouraged to offer training programs as described in Section 4 of this program statement.

##### **a. Program Objectives.**

- Inmates with job skill needs and interest will be provided the opportunity to enroll in CTE training programs.
- Where offered, inmates will receive nationally, regionally, or industry-recognized credentials.

##### **b. Institution Supplement.** None.

## **2. APPLICABILITY**

This program statement applies to all CTE programs at all Bureau managed institutions.

This program statement ensures the Bureau properly implements provisions of the First Step Act of 2018, requiring the establishment of incentives for successful participation in recommended CTE programs.

### 3. STAFF RESPONSIBILITIES

The following Bureau components are responsible for ensuring consistent establishment of CTE programs, services, and resource allocations.

a. **Central Office Education Services Branch (ESB).** The ESB is the agency's source for expertise on the development, coordination, and management of CTE programs.

Specifically, the ESB is responsible for the following functions:

- Providing national oversight of CTE programs and initiatives for the inmate population.
- Identifying and developing CTE programs in high-demand career fields which pay a living wage and meet the needs of the inmate population.
- Developing a comprehensive list of CTE programs institutions may implement.
- Preparing budgetary requests and managing the distribution of CTE program funds.
- Coordinating with Regional Education Administrators (REAs) and institutions to implement and monitor CTE programs.
- Representing the Bureau at internal and external events/conferences by providing information regarding inmate CTE programs.
- Providing leadership and guidance to regional and institution staff.
- Developing and providing staff training to enhance job performance.
- Monitoring and reporting CTE program performance and outcomes to internal and external Bureau stakeholders.

ESB staff will meet regularly with other Central Office Reentry Services Division staff to discuss issues affecting CTE programs. During these meetings, the ESB staff will share program participation and outcome information.

b. **Regional Education Administrators (REAs).**

- Ensuring all Bureau institutions in their region offer CTE programs.
- Serving as a liaison between the ESB and the field regarding issues and concerns affecting CTE program offerings at the institutions in their region.
- Providing oversight to institutions regarding the implementation and monitoring of new and existing CTE programs approved by ESB.

c. **Institutions.**

- Consulting with the respective REA and ESB to establish and expand CTE programs and

services that target the needs and interests of the inmate population.

- Tracking participation in programs by updating the applicable Bureau inmate management system and other databases as appropriate.
- Monitoring and reporting of CTE program performance and outcomes.
- Providing training to Education staff on the proper use of education group codes in the applicable Bureau inmate management system.
- Establish written enrollment and approval procedures for CTE programs to be discussed during Admission and Orientation and posted on the Education Department bulletin board.

### 3. ELIGIBILITY TO PARTICIPATE

#### § 544.51 Procedures.

(a) **Eligibility.** All inmates are eligible to participate in an institution's occupational education program. An eligible inmate must apply through the inmate's unit team for placement consideration. The unit team will determine whether the occupational education course is appropriate for the inmate's apparent needs.

(b) ***Special considerations for inmates under orders of deportation, exclusion, or removal:***

(1) Generally, inmates under orders of deportation, exclusion, or removal may participate in an institution's occupational education program if Bureau resources permit after meeting the needs of other eligible inmates.

(2) Inmates under orders of deportation, exclusion, or removal who the Attorney General has determined cannot be removed from the United States because the designated country of removal will not accept the inmate's return are exempted from the limitation in paragraph (b)(1) of this section, and may participate in an institution's occupational education in the same manner as other eligible inmates.

In accordance with the Program Statement **First Step Act Needs Assessment, Programming and Incentives**, inmates who wish to enroll in CTE programs must consult their Unit Management team at a regularly scheduled program review. Based on the Unit Management team's recommendations, the inmate must then request enrollment in the appropriate program through Education. Education staff will determine an inmate's academic eligibility for enrollment, and if appropriate, add the inmate to the waiting list. Education staff will make notifications of their action via Insight Feedback in the Insight Application Suite prior to the inmate's next program review meeting. Inmates with an identified work need on the Needs Assessment portion of the Risk and Needs Assessment System will be given enrollment priority.

#### 4. § 544.52 Levels of Occupational Education Programs.

Occupational education programs are offered at the certificate level and the classroom level. Each level may include the following types of training:

(a) **Exploratory Training.** Exploratory training is a study of occupations and industries for the purpose of providing the student with a general knowledge of the occupation and the world of work, rather than specific skill development.

Ordinarily, exploratory training programs are less than 100 hours. These programs do not result in an industry-recognized credential or license and are intended to provide only general knowledge of the occupation or trade. For guidance on certified or licensed programs with less than 100 hours of instruction, reference part (d) of this section below. Whenever possible, programs should be offered at the Marketable or Certification training level.

(b) **Marketable Training.** Marketable training provides specific entry-level or advanced job skills. Marketable training may include “live work”, that is, the training would result in a product or service produced by the inmate for actual use by the institution, FPI, another federal agency, or community service project.

Marketable training must prepare inmates for an entry-level position in a specific occupation or a related group of fields. Students must complete a minimum of 100 hours of study and master competency skills defined in the curriculum before they are awarded with a marketable completion. Marketable training programs must result in the student receiving an industry-recognized credential.

Industry-recognized credentials are certifications, credentials, or licenses that are vetted by employers and validate the skills and knowledge of a professional in a specific field or industry. Certificates confirm a person has completed a program of study and may be given by a business, educational institution, or group. A certification is a professional credential awarded by a national organization requiring an exam that certifies skills and knowledge in a particular area of study, field, or industry. Licenses are mandatory to legally practice in some occupations.

Inmates will be able to enroll in a marketable CTE program if they have met the Bureau’s literacy requirements, have received a literacy program completion waiver, or if they maintain concurrent enrollment in the Bureau’s Literacy Program. For more information, see Program Statement **Literacy Program**. Inmates with documented special learning needs will also be able to enroll in the marketable training program.

A trade advisory committee is required for all marketable level CTE programs not accredited by an organization recognized by the Secretary of the U.S. Department of Education as an accrediting agency or accredited institution.

The trade advisory committee size and composition will vary according to local needs. The committee must include at least two members who are not regular staff or contractors of the institution. The intent is to include representatives from trade organizations, accredited training institutions, or potential employers to provide input on the quality of the CTE program to align with community standards and to provide post-employment opportunities for inmates.

Joint trade advisory committees and meetings are permissible when limitations such as the remoteness of an institution prevents them from having individual advisory committees and meetings for each CTE program. At least one expert from each trade area must be included in the joint trade advisory committee and be present at each meeting.

Committee meetings occurring in-person, by conference call, video, or webinar will be held at least twice a year with at least one meeting conducted at the institution. Meeting minutes from the trade advisory committee will be prepared, emailed to the REA and ESB within 30 days, and maintained by the SOE for three years.

Guidance for documenting inmate enrollment, withdrawal, and completion of CTE programs is available on the ESB page of the Bureau's intranet site.

All marketable programs must include hands-on experience in the curriculum. Hands-on is considered practical training that replicates the workplace and is part of the curriculum, not a specific work project. Examples include practicing knife skills, landscaping work, or similar activities.

**(c) *Apprentice Training.*** [Apprentice training provides an inmate the opportunity to participate in training which prepares the inmate for employment in various trades through structured apprenticeship programs approved at the state and national levels by the Bureau of Apprenticeship and Training, U.S. Department of Labor.](#)

Apprentice training provides an inmate the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs for inmates will be established in areas of the institution which meet the National Standards of Apprenticeship, developed by the Bureau and the U.S. Department of Labor (DOL), and posted on the ESB page of the Bureau's intranet site.

The SOE will:

- Ensure all new apprentices are registered under the National Standards of Apprenticeship and fulfill all requirements for completion.
- Review and expand apprenticeship opportunities.
- Request, if needed, funds for related trade instruction and materials.

- Appoint an Education staff member to serve as the Apprenticeship Coordinator.

The Apprenticeship Coordinator will:

- Provide or arrange for related instruction for apprenticeship programs.
  - Enter all participation records in the applicable Bureau inmate information system in accordance with guidance provided on the ESB page of the Bureau's intranet site.
  - Ensure records are maintained which document on-the-job learning hours completed by each apprentice for every skill process task outlined in the overall work process schedule.
  - Conduct apprenticeship committee meetings in-person, teleconference, video, or by webinar at least twice a calendar year. At a minimum, committee meetings must include the SOE/ASOE, Apprenticeship Coordinator, and all journeymen supervising apprentices. Whenever possible, the DOL apprentice training representative, a Federal Prison Industries representative, and Associate Warden should attend. Meeting minutes will also be prepared and maintained for three years with a copy sent to the ESB National Apprenticeship Coordinator.
- d. **Certification Course.** Certification courses are 99 instructional hours or less and lead to the inmate obtaining an industry-recognized credential.

## 5. FSA CREDIT AND INCENTIVES

The FSA, codified in part in 18 U.S.C. § 3632, states eligible inmates may earn FSA time credits (FTC) for participating in and completing approved Evidence-Based Recidivism Reduction (EBRR) programs or Productive Activities (PAs). Refer to Program Statement **First Step Act Assessments, Programming, and Incentives** for guidance.

CTE programming is a vital part of the Bureau's FSA effort to assist inmates in preparing for post-release employment. Specifically, inmates who have participated in CTE programs learn valuable knowledge and skills needed to enhance their opportunities for post-release employment. Upon completion of approved CTE EBRR programs described in Sections 4b, 4c, and 4d of this program statement, eligible inmates may be awarded FTC or incentives as described in the Program Statement **First Step Act Assessments, Programming, and Incentives**.

## 6. ADVANCED OCCUPATIONAL EDUCATION (AOE) PROGRAMS

The AOE program is designed to provide funding for institutions to offer occupational training programs at a post-secondary level, normally through contracts with accredited colleges and vocational/technical schools. Inmates completing programs must qualify for a specific occupation at an entry level. Programs offered also must meet community standards for advanced training.

Each year, SOEs may submit funding proposals for new and/or existing CTE programs for review by the AOE Committee. AOE program criteria is updated annually and is available on the ESB page of the Bureau's intranet site.

## **7. SELECTION OF CTE CONTRACT SERVICE PROVIDERS**

All selections of CTE contract service providers will be made in accordance with the Program Statement **Bureau of Prisons Acquisition Policy**. The SOE will reference Program Statement **Acceptance of Donations** and consult with the Ethics Office regarding procedures when CTE programs are offered to the Bureau with no charge.

## **8. ACCREDITATION AND CERTIFICATION REQUIREMENTS**

Whenever feasible, each CTE program will be accredited by a state or other recognized accreditation association or agency. When an entire education department is accredited by an accrediting agency, independent accreditation or certification for each program is preferred but not required.

Certification tests from outside organizations may also be administered to individual inmates upon completion of a specific CTE program. However, the individual skill competency certification will not replace the training program's certification.

With the exception of exploratory training programs in Section 4a of this program statement, all CTE programs will offer nationally, regionally, or industry-recognized credentials to inmates when they complete a CTE program.

## **9. LIVE WORK**

The term "live work" is defined as work performed by students in marketable training programs that contribute to the operation and maintenance of institutions, Federal Prison Industries operations, or other approved organizations. Live work will result in products made or services performed by the students. The simulation, replication, or duplication of a product or service does not constitute live work.

The purpose of live work is to integrate high-quality training programs with work-based learning where the student can apply academic and technical skills to develop their employability.

All live work projects are selected and conducted in relation to the scope and instructional objectives of the program curriculum. Live work projects should enhance the instructional process rather than replace it.

Live work is performed by students under the direction and supervision of Vocational Training (VT) Instructors. Examples of live work include, but are not limited to, preparing food for Community Relations Board meetings; conducting a needed institution welding project; servicing institution vehicles; stripping and waxing a soiled housing unit floor; or performing electrical, plumbing, and carpentry work in an institution.

The VT Instructor will consult the SOE before live work projects are to be approved or performed.

Live work is to be included within each marketable level CTE program. Education department operating funds and AOE funds will not be used to purchase materials and supplies for live work projects.

Live work will comprise no more than 30 percent of each marketable level CTE program curriculum, as measured by training hours. The Regional Director may grant an exemption with justification. The exemption request must include an explanation for not meeting the requirement and identify alternative methods for meeting program objectives. The REA will forward a copy of the approved exemption to the ESB National CTE Coordinator. Previously approved exemptions must be reviewed and reapproved annually by the Regional Director, then forwarded to the ESB National CTE Coordinator.

A log of live work projects will also be maintained and kept by the SOE for three years. At a minimum, the log will contain the:

- Project name
- Start and completion dates
- Length of time to complete the project
- Person, department, or agency requesting the project, and
- Funding source for project materials

In accordance with the Program Statement **Public Works and Community Service Projects**, a Community Service Project (CSP) may serve as the live work portion of a CTE program.

The project should serve as a legitimate learning experience for the students and all tasks must align with the competency-based CTE program curriculum. For the project to be considered live work it must:

- Provide job skill training and experience
- Be accredited by a state or other recognized accreditation association or agency
- Have entrance and exit criteria for the inmates, and
- Not guarantee any production output for the community

Because some CTE programs involve using appropriated funds, special rules apply to the output produced in these programs. If a CTE program wishes to donate its product to the local community and that output incorporates government supplied materials, then the General Services Administration (GSA) excess property regulations must be followed (i.e., 41 CFR § 101 et. seq.). If, however, the sponsoring organization provides all the materials for the community service project, the product may be returned directly to the sponsoring organization.

In accordance with the Program Statement **Public Works and Community Service Projects** inmates must volunteer and cannot be compelled to work on a CSP as part of the CTE program's live work component. If the CTE program is conducted within the institution and the students enrolled are not leaving the institution to perform the program's community service portion, students may receive pay in accordance with Program Statements **Inmate Work and Performance Pay** and **Education, Training, and Leisure Time Program Standards**. Students may also be eligible for inmate accident compensation for their participation in the CTE program in accordance with Program Statement **National Occupational Safety and Health**.

VT Instructors must maintain a list of inmates who volunteer.

Only a government entity or nonprofit charitable organization may develop and sponsor the CTE program's community service portion. The request will be:

- Submitted to the institution
- Recommended by the Warden
- Reviewed by the Regional Counsel and the REA
- Approved by the Regional Director

The host organization is to submit documentation to the Bureau that the CSP does not displace regular staff or impair existing contracts for services.

## **11. INMATE CAREER AND TECHNICAL EDUCATION PARTICIPATION RECORDS**

Education staff will enter all inmate CTE participation records using the applicable Bureau inmate management system education course category in accordance with the guidance provided on the ESB page of the Bureau's intranet site. The SOE has the oversight responsibility for the accuracy and timeliness of CTE program data entries in the applicable Bureau inmate management system. The SOE will review the quarterly education roster reports and when applicable, develop a corrective action plan to correct keying errors. Inmate education records are Personally Identifiable Information (PII) and must be controlled and maintained in accordance with Program Statement **Information Security**.

## REFERENCES

### *Program Statements*

Education, Training, and Leisure Time Program Standards  
First Step Act Needs Assessments, Programming and Incentives  
Information Security  
Inmate Work and Performance Pay  
National Occupational Safety and Health  
Public Works and Community Service Projects  
Literacy Program

### *Federal Statutes*

18 U.S.C. § 3632

### *Federal Regulations*

28 C.F.R. § 544.50–52.  
41 C.F.R. § 101 et. seq.

### *ACA Standards*

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-3D-04, 5-ACI-7B-01, 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-12, 5-ACI-7B-14, and 5-ACI-7B-15, 5-ACI-7D-02

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-5A-09, 5-ALDF-5A-10, 5-ALDF-5C-05, 5-ALDF-6B-02

Standards for the Administration of Correctional Agencies, 2nd Edition: 2-CO-5B-01

### *Records Retention Requirements*

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.