



Department Directive

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Title: Occupational Education Programs and Services	Directive: OPS.135.0006
Related MD Statute/Regulations: Labor and Employment Article, §11-901-903, Annotated Code of Maryland COMAR 12.14.04.05	Rescinds and replaces: DOC.135.0006 dated May 1, 2004
Related ACA and MCCS Standards: ACA: 5-ACI-7B-01(Ref. 4-4464), 5-ACI-7B-07(Ref. 4-4472), MCCS: .05C	Approved By: <i>Danielle Cox</i>
Related Directives: DOCM.100.0002 – Case Management Manual DOC.135.0001 – Organization of Education DPSCS.170.0001 - Volunteer Program OPS.135.0002 - Library Services OPS.135.0004 - Correspondence Courses OPS.135.0008 - Occupational Educational Services - Work Orders	Danielle Cox Director of Education Issued Date: July 17, 2025 Effective Date: July 18, 2025
Variance: A managing official may issue a facility directive necessary to implement and comply with this directive.	Number of Pages: 6

.01 Purpose.

The purpose of this directive is to establish and maintain policy and procedures for the operation of occupational education programs and services for incarcerated individuals within the Department of Public Safety and Correctional Services (Department).

.02 Scope.

This directive applies to all units of the Department responsible for the custody and security of an incarcerated individual under the authority of the Department and all Maryland Department of Labor (MDL) Correctional Education staff.

.03 Policy.

- A. It is the policy of the Department to facilitate an incarcerated individual's access to occupational education programs and services that are made available by MDL staff and participating service providers.

- B. Occupational education programs and services provide career and technical educational opportunities that may reduce recidivism and provide participants with skills that encourage the successful transition into the community work force upon release.
- C. Occupational education programs are offered to incarcerated individuals at no cost, regardless of the service provider.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Correctional facility” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland: ‘Correctional facility’ means a facility that is operated for the purpose of detaining or confining adults who are charged with or found guilty of a crime.
- (2) Incarcerated Individual.
 - (a) “Incarcerated individual” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland which states, “‘Incarcerated individual’ means an individual who is actually or constructively detained or confined in a correctional facility.”
 - (b) “Incarcerated individual” includes the term “inmate” as stated prior to October 1, 2023 Correctional Services Article, §1-101, Annotated Code of Maryland.
 - (c) “Incarcerated individual” includes the term incarcerated person.
- (3) “Managing official” has the meaning stated in the Correctional Services Article, §1-101, Annotated Code of Maryland: ‘Managing official means the administrator, director, warden, superintendent, sheriff, or other individual responsible for the management of a correctional facility.
- (4) Occupational Program.
 - (a) “Occupational program” means a career, technical, or vocational skills training service offered by MDL or a service provider at a correctional facility.
 - (b) “Occupational program” does not include training services provided by or under the authority of Maryland Correctional Enterprise (MCE).
- (5) “Service provider” means an institution providing occupational training and instruction services to incarcerated individuals, to include but not limited:
 - (a) Educational trade organization; or
 - (b) Similar educational institution.

.05 Responsibilities/Procedures.

- A. The Director of Education shall coordinate with MDL's Director of Correctional Education and the facility's managing official when implementing occupational programs within a correctional facility.
- B. The Director of Education or designee shall ensure the occupational program is:
 - (1) Approved, licensed, or recognized by the Maryland State Department of Education (MSDE) or Maryland Higher Education Commission (MHEC), or other training authorized by the Department;
 - (2) Certified through MDL or a community-based trade or industry organization, such as Automotive Service Excellence (ASE), National Center for Construction Education and Research (NCCER), Occupational Safety and Health Administration (OSHA), or Microsoft Office Specialist (MOS);
 - (3) Developed using business, industry, and community resources for the operation of occupational education programs as evidenced by employer and trade advisory groups, mock job fairs, and mentoring participants;
 - (4) Provided by MDL staff or an authorized service provider;
 - (5) Placed throughout the Department, based on incarcerated individuals and industry needs, institutional demographics, and space availability;
 - (6) Consistent with the needs of the incarcerated individual population as determined by incarcerated individual surveys, labor market projections, and employer input;
 - (7) Integrated with other educational programs; and
 - (8) Offered on an open entry, open exit basis unless a particular course content or administrative constraints preclude this flexible scheduling.
- C. The Director of Education shall develop an approval process for technical services that are provided by an incarcerated individual through the occupational program as established in *OPS.135.0008 - Occupational Educational Services - Work Orders*.
- D. The occupational program shall provide special placements to incarcerated individuals who have documented physical, mental, emotional, or learning disabilities, including modified curricula and physical training.
- E. MDL occupational staff shall be K-12 certified by MSDE or in the case of staff provided by other authorized service providers the staff shall meet the standards of the sponsoring organization and follow the policies and procedures of the Department.

F. MDL Occupational Program Coordinator shall:

- (1) In coordination with the Director of Education and principal:
 - (a) Monitor the development, implementation, and assessment of MDL occupational programs; and
 - (b) Ensure that occupational instructions are competency-based, providing a written record of specific trade or occupational skills that the incarcerated individual has demonstrated to a qualified instructor.
- (2) Provide technical assistance to individual MDL occupational instructors and principals.

G. CTE Programs and Services Assessment.

- (1) The Director of Education or designee shall ensure:
 - (a) Occupational programs are assessed against educational objectives by qualified educational instructors; and
 - (b) An assessment is coordinated with each correctional facility's school improvement plan.
- (2) Each classroom shall be observed yearly by the Director of Education and the MDL Correctional Education Coordinator overseeing Career and Technical Education (CTE) programs.

H. The managing official or designee shall:

- (1) Ensure the service providers are screened in accordance with [DPSCS.170.0001 - Volunteer Program;](#)
- (2) Notify the Director of Education if the service provider does not meet the requirements established in [DPSCS.170.0001 - Volunteer Program](#) or is prohibited from entering the correctional facility due to misconduct or violations of the entry and exit guidelines as established in [OPS.110.0033 - Entry and Exit Procedures - Correctional Facilities;](#)
- (3) Coordinate with the Director of Education and service provider for graduation ceremonies;
- (4) Ensure educational records provided by the service provider are maintained in accordance with the Department's retention schedule;
- (5) CTE program areas shall be inspected weekly by qualified departmental staff and monthly by a correctional facility safety officer in accordance with [§.05L\(1\)\(2\).](#)

- I. Occupational staff providing vocational training and services to incarcerated individuals are subject to Department policies and regulations, and shall adhere to provisions established in [DPSCS.050.0002 - Standard of Conduct and Internal Disciplinary Process](#).
- J. Correctional Facility Program Functions.
 - (1) Case Management shall:
 - (a) Assign incarcerated individuals to the occupational program based upon the incarcerated individual's acceptance into the program in accordance with [DOCM.100.0002 - Case Management Manual](#).
 - (b) Ensure the incarcerated individual meets the following minimum eligibility requirements:
 - (i) Within twenty-four (24) months of release;
 - (ii) Completed GED or high school diploma, depending on the acceptability enrollment requirements for the service provider; and
 - (iii) Infraction free for at least six (6) months.
 - (c) File and maintain student occupation education or training records that are provided by the service provider, such as program certificates.
 - (2) As a result of case management assignment, participation in an occupational program shall qualify students for paid wages and industrial and/or special project credits.
 - (3) The MDL Principal or designee at each correctional facility shall:
 - (a) Coordinate with the managing official to ensure adequate training space is available;
 - (b) Liaison with the Director of Education, service provider, and correctional staff; and
 - (c) Make arrangements for graduation exercises in consultation with the Director of Education, service provider, and the managing official or designee.
- K. The MDL correctional education teacher or service provider shall inventory, document, and maintain occupational equipment and materials in accordance with approved security, fire and safety standards, and applicable policy and procedures.
- L. Correctional officers shall:
 - (1) Inspect all materials associated with occupational programs in accordance with [OPS.110.0049 - Visitor Search Protocol](#) and [OPS.110.0033 - Entry and Exit Procedures - Correctional Facilities](#);

- (2) Inventory and ensure occupational equipment and materials are maintained in accordance with approved correctional facility security, fire and safety standards, and applicable policy and procedures; and
- (3) Ensure flammable, toxic and caustic materials are stored and used in accordance with approved policy and procedures, to include labeling and storage cabinets.

M. Family members and visitors shall be encouraged to attend graduation ceremonies, at the discretion of the managing official, and if authorized shall be screened and approved in accordance with [*OPS.195.0003 – Incarcerated Individual Visits*](#).

.06 Appendix.

A. Occupational Programs by Correctional Facility

.07 History.

A. This directive rescinds and replaces DOC.135.0006 dated May 1, 2004 revisions of any other prior existing Department communication with which it may be in conflict.

.08 Distribution.

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S - Case Management and MDL Educational Staff

FY24 Occupational & CTE Programs by School

Program:	Schools (Training Locations):												
	DRCF	ECIE	ECIW	JCI	MCIH	MCIJ	MCIW	MCTC	NBCI	OSTC	PATX	RCI	WCI
Architectural CADD (1)			*										
Auto Body Repair (1)								*					
Automotive Maintenance & Inspection (4)			*			*		*		*			
Barber Stylist (3)							*			*		*	
Certified Peer Recovery Specialist (CPRS) (10)	*	*	*	*		*	*	*	*		*		*
Computer Technology (5)		*			*	*	*					*	
Diesel Automotive Technology (2)						*		*					
Hospitality (1)							*						
Flagger (8) (Traffic Control Technician)	*	*	*		*	*	*			*		*	*
Graphic Arts & Design (4)			*			*							*
Pre-Apprenticeship Carpentry (3)		*						*					*
Pre-Apprenticeship Electrical Wiring (1)								*					
Pre-Apprenticeship Facilities Maintenance (1)													*
Pre-Apprenticeship HVAC/R (2)										*			
Pre-Apprenticeship Masonry (3)		*						*				*	
Pre-Apprenticeship Plumbing (2)										*			*
Pre-Apprenticeship Sheet Metal Fabrication (1)					*								
Pre-Apprenticeship Welding (2)					*								*
Roofing (1)										*			
Warehouse/Distribution (1)										*		*	
Woodworking/Finish Carpentry (1)													*

(#) Indicates the number of schools offering the program

Maryland Department of Labor - CTE/Occupational Training Programs*

	CTE/Occupational Training Program**	Minimum # of Training Hours
1	Architectural CADD	600
2	Auto Body Repair	600
3	Automotive Maintenance & Inspection	600
4	Barber Stylist	900
5	Building Maintenance	600
6	Certified Peer Recovery Specialist	600
7	Graphic Arts and Design	600
8	Office Technology	600
9	Office Practice and Management	600
10	Pre-Apprenticeship Carpentry	600
11	Pre-Apprenticeship Electrical	600
12	Pre-Apprenticeship Facilities Maintenance	600
13	Pre-Apprenticeship HVAC/R	600
14	Pre-Apprenticeship Masonry	600
15	Pre-Apprenticeship Plumbing	600
16	Pre-Apprenticeship Sheet Metal	600
16	Pre-Apprenticeship Welding	600
18	Print Communication	600
19	Roofing & Light Carpentry	600
20	Small Engine Repair	600
21	Warehouse & Distribution	600
22	Woodworking/Finish Carpentry	600
	OTHER Occupational Programs	Minimum # of Training Hours
23	Construction Math	120
24	Hospitality	400
25	Intro to Word & Excel	300
WWCC	CDL Entry Level Driver Training (ECIA)	240
MCE	Meat Cutting Registered Apprenticeship (MCIH)	600

NOT Labor

NOT Labor

Programs with a National Certificate	NATIONAL CERTIFICATE AWARDED***
•Automotive Maintenance and Inspection	•Automotive Services Excellence (Refrigerant Test) •Automotive Service Excellence (Entry
•Barber Stylist	•Preparation for the MD Barber Stylist Limited License Exam •OSHA 10
•Diesel Technology Program (an extension of the Automotive Program)	•Medium & Heavy Trucks (ASE)
•Automotive Body Repair	•Collision Repair & Refinishing (ASE)
•Construction Programs: CORE, and Pre- Apprenticeship Training	•National Center for Construction Education and Research (NCCER) (CORE •OSHA 10
•Office Technology	•Microsoft® Office Specialist (MOS)
•Warehouse Distribution	•Forklift Operator •HAZMAT Handler
•Certified Peer Recovery Specialist	•Maryland CPRS Credential (This credential is governed by the Maryland Behavioral-health Professional Certification Board, with reciprocal

***CTE/Occupational Enrollment Criteria: Within 24 months of release and all students must have a HSD/GED to participate.**

****All 600 hour training programs are considered CTE/Occupational Training Programs and are awarded 40 Diminution credits, per COMAR.**

*****All programs are also awarded a MD Labor Certificate**