
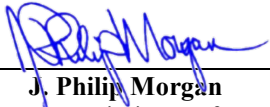



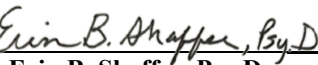


Department Directive

Title: Academic Education Program Services	Directive: OPS.135.0007
Related MD Statute/Regulations: Labor and Employment Article, §11-901-903, Annotated Code of Maryland Correctional Services Article, §3-705, Annotated Code of Maryland COMAR 09.37.02; 12.14.04.05	Rescinds and replaces: DOC.135.0007 - Academic Education Program and Services dated June 30, 2002
Related ACA and MCCS Standards: ACA: 5-ACI-7A-02; 5-ACI-7B-01-15; MCCS: .05A and .05G	Approved By: 
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.135.0003 – Special Education Services OPS.135.0004 - Correspondence Courses OPS.135.0006 – Occupational Education Programs and Services OPS.195.0003 – Incarcerated Individual Visits	Danielle Cox Director of Education
	Issued Date: August 6, 2025 Effective Date: August 8, 2025
Variance: A managing official may issue a facility directive necessary to implement and comply with this directive.	Number of Pages: 9


J. Philip Morgan
 Commissioner of
 Correction


Kimberly D. Bey
 Commissioner
 Pretrial and Detention
 Services


Erin B. Shaffer, Psy.D.
 Director of Patuxent
 Institution


Carolyn J. Scruggs
 Secretary

.01 Purpose.

The purpose of this directive is to establish academic education policy and procedures 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 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 provide access to academic education programs and related education services through MDL or authorized educational organization to incarcerated individuals who:

- (1) Have 18 months or more to serve when received by the Department and who do not have a verified high school diploma or GED;
 - (2) Are mandatory education program students who do not have a verified high school diploma or GED, with or without an Individualized Education Plan; or
 - (3) Are non-mandatory education program students who do not have a verified high school diploma or GED.
- B. All education programs provided to incarcerated individuals shall be approved, licensed, or recognized by MDL and the Department or its authorized community provider.
- C. Education programs through the high school equivalency levels are available to incarcerated individuals at no cost regardless of the educational organization.
- D. Academic and related programs are integrated with occupational programs on a case-by-case basis, such as with Integrated Education and Training Programs.

.04 Definitions.

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

B. Terms Defined.

(1) Academic Program.

(a) “Academic program” means an instructional course provided by MDL.

(b) “Academic program” includes:

(i) Adult basic education; or

(ii) General educational development.

(2) “Adult basic education” means a program that provides instruction in basic academic skills to incarcerated individuals.

(3) “Correctional Education Council” is a legislatively mandated body that is overseen by MDL and the Department.

(4) “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.

(5) “Educational organization” means an academic institution providing educational training and instruction services to incarcerated individuals, to include but not limited to:

(a) Maryland Department of Labor;

- (b) Baltimore City Public School System;
 - (c) Similar educational institution.
- (6) “General educational development” means a series of academic subjects a student must master in order to earn a high school equivalency diploma.
- (7) 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.
- (8) “Mandatory education” means an education program established under Labor and Employment Article §11-902 and corresponding regulations.
- (9) “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.

.05 Responsibilities.

- A. The Director of Education shall ensure that a comprehensive education program and related services are available to eligible incarcerated individuals and are consistent with statutory regulations and the needs of the population.
- B. The Director of Education, in coordination with the correctional education organization shall ensure that:
 - (1) A comprehensive competency-based education program for adult basic education and general educational development (GED) is developed and implemented throughout the Department;
 - (2) Correctional facility demographics, space availability, sentence structures, and the needs of the population are considered when implementing academic and related programs;
 - (3) All adult basic education and GED instruction is based upon a curriculum approved by the Correctional Education Council (CEC);
 - (4) Eligible incarcerated individuals have access to mandated educational opportunities pursuant to [*Individuals with Disabilities and Education Act \(IDEA\)*](#), [*COMAR 09.37.02*](#), and [*OPS.135.0003 – Special Education*](#);

- (5) All teachers are K-12 certified through Maryland State Department of Education (MSDE), or in the case of contracted staff, meet the standards of the educational organization; and
 - (6) Academic and related training programs are assessed against related policies, procedures, and mandated requirements at least every three years by a qualified educational specialist.
- C. Individual teachers employed by MDL report to and are supervised by MDL's correctional education principals.
- D. The correctional education profession, business, industry, and community resources are utilized in the development and operation of educational programs as evidenced by MSDE monitoring visits, employer and advisory groups, mock job fairs, and mentoring programs.
- E. MDL Academic Coordinator (AC) shall:
- (1) Develop, implement, and assess academic and related programs;
 - (2) Provide technical and instructional assistance to individual correctional education teachers and principals;
 - (3) Collect educational data to establish priorities for the efficient management and assessment of academic and related programs;
 - (4) In coordination with the correctional education principal:
 - (a) Coordinate assessments with each correctional facility Correctional Education School Improvement Plan; and
 - (b) Submit an annual assessment of the academic program and services to MDL's Director of Education.
 - (5) Report to and are supervised by MDL's Director of Correctional Education.
- F. MDL Special Education Coordinator (SEC).
- (1) Special placements including a modified curriculum shall be available for incarcerated individuals who have documented physical, mental, emotional or learning disabilities.
 - (2) The SEC, in coordination with the AC, and MSDE, shall:
 - (a) Provide correctional education teachers and principals support with the implementation and assessment of incarcerated individuals with disabilities who qualify as special education students; and
 - (b) Adhere to provisions of [*OPS.135.0003 – Special Education Services*](#) and *MDL Labor Correctional Education Program Guide (Appendix B)*.
 - (3) The correctional education principal or designee shall:
 - (1) Oversee the correctional education operation and instructional leadership of an academic program at the correctional facility, to include, but not be limited to;
 - (a) Developing a course schedule for students enrolled in an academic program;

- (b) Purchasing educational supplies with the approval of the managing official or designee;
 - (c) Providing counseling regarding course content and course requirements;
 - (d) Analyzing and managing the impact of data on the instructional program and student outcomes; and
 - (e) Making arrangements for graduation exercises in consultation with the managing official or designee;
- (2) Assist the AC with the coordination of educational assessments in conjunction with the Correctional Education School Improvement Plan; and
 - (3) Coordinate with the managing official or designee to ensure the operation and management of correctional education complies with the safety and security of the facility.

H. The correctional education teacher shall:

- (1) Provide instruction to incarcerated individuals placed into their class;
- (2) Analyze and manage the impact of data on the instructional program and student outcomes;
- (3) Regularly engage in professional learning to enhance classroom instruction; and
- (4) Test incarcerated individuals on the Test for Adult Basic Education (TABE) test for placement and advancement.

I. The managing official or designee shall:

- (1) Designate a location for educational organization staff to provide academic services;
- (2) Coordinate with the correctional education principal and education organization staff such as the AC to ensure the fidelity of the academic program; and
- (3) Ensure students have access to the library in accordance with [OPS.135.0002 - Incarcerated Individual Library Services](#).

J. Case management specialists shall place mandatory incarcerated individuals into correctional education programs and manage the assignment and removal of students from academic programs in accordance with provisions outlined in [DOCM.100.0002 – Case Management Manual](#).

.06 Procedures.

A. Notice of Education Services and Verification.

- (1) During the orientation process, correctional staff shall ensure that incarcerated individuals receive information regarding access to correctional education services.
- (2) The correctional education principal shall:
 - (a) Ensure all incarcerated individuals complete an *Education Verification form - Appendix A* to determine if

the incarcerated individual has a high school diploma or GED;

- (b) Verify an incarcerated individual's high school diploma or GED by submitting the Education Verification form to the:
 - (i) Incarcerated individual's high school; or
 - (ii) GED office; and
 - (c) Forward the signed Education Verification form to case management.
- (3) Case management shall file the *Education Verification form* in the incarcerated individual's base file.

B. Test of Adult Basic Education (TABE) Assessment.

- (1) Incarcerated individuals who are eligible for the mandatory education program must be tested with TABE for placement into academic education programs within 30 days of incarceration.
- (2) Incarcerated individuals without a high school diploma or verified GED are required to take the TABE test for placement into academic education programs.
- (3) Certified test facilitators shall administer the TABE to incarcerated individuals for placement into the academic education program.
- (4) Correctional education teachers shall administer the TABE to incarcerated individuals for advancement to the next academic level.
- (5) If previously incarcerated individuals return to the custody of the Department, education staff will not retest them if their educational test data is available and no more than one-year-old.

C. Testing Accommodations. Reasonable accommodations shall be provided for educational testing and instruction based on [DPSCS.200.0007- Americans with Disabilities Act \(ADA\) Title II Non-discrimination and Accommodations for Persons with Disabilities](#), and state and federal guidelines.

D. Academic Enrollment.

- (1) Students are:
 - (a) Selected for mandatory education programs by case management. If there is no availability, the student shall be placed on the waitlist and receive priority placement when an academic course has an opening;
 - (b) Selected for voluntary education programs by MDL. If there is no availability, the student shall be placed on the waitlist; and
 - (c) Assigned on an open entry, open exit basis to allow maximum utilization of resources.

(2) Academic Waitlist for Mandatory Education.

- (a) Case management shall forward the waitlist of incarcerated individuals who are eligible for mandatory education to the principal.
- (b) The correctional education principal shall:
 - (i) Review the waitlist and enroll incarcerated individuals in academic programs as determined by classroom vacancies; and
 - (ii) Forward the list of enrolled students to case management to place the student in the education student job assignment.

(3) Academic Waitlist for Non-Mandatory Education.

- (a) An incarcerated individual shall submit a written request to the principal to enroll in an academic program as a non-mandatory student.
 - (b) The correctional education principal shall review non-mandatory enrollment requests.
 - (c) If determined that there is a vacancy in the academic program, the correctional education principal shall:
 - (i) In consultation with case management, enroll eligible the incarcerated individual into the academic program; and
 - (ii) Forward the approved enrollment list to case management for processing and placement of the incarcerated individual into the education student job assignment.
 - (d) If determined that there is not a vacancy in the academic program, the correctional education principal shall:
 - (i) Place the incarcerated individual on the non-mandatory education waitlist;
 - (ii) Once there is a vacancy, enroll the incarcerated individual in the academic program;
 - (iii) Forward the enrollment list to case management for processing and placement of the individual in the education student job assignment.
- (4) The correctional education principal may move students from one academic classroom to another to best accommodate student and class needs and to assist in filling vacancies.
- (5) Special education services shall be processed in accordance with *OPS.135.0003 - Special Education Services*.
- (6) Students who are enrolled and participating in an academic program shall receive authorized daily stipends, monthly diminution of confinement credits, and additional diminution of

confinement credits for completion of ABE level 4 and GED test.

- (7) Incarcerated individuals assigned to a work assignment cannot be a volunteer i.e., student aid or tutor in an educational program.
- (8) An incarcerated individual's primary assignment must be as an education student to receive diminution credits.
- (9) Professional interpreters or translation services, such as sign language, are available to incarcerated individuals participating in academic programs in accordance with [DPSCS.200.0007- ADA for Incarcerated Individuals](#) and [OEE0.020.0032 - Limited English Proficiency \(LEP\) Policy](#).

E. Attendance.

- (1) Incarcerated individuals who are enrolled in the mandatory education program are required to attend school for a minimum of 240 consecutive days, unless exempted for medical or developmental reasons.
- (2) Incarcerated individuals shall attend all classes to which they are assigned.
- (3) Students who are absent more than 3 days per month will be considered for removal by the correctional education principal and case management.

F. Depending on facility schedules, student needs, and staff availability, some academic classes may be offered in the evening hours to accommodate incarcerated individuals who have treatment or work obligations during the day.

G. Removal from the Academic Program.

- (1) A student may be removed from the educational program by case management action as outlined in [DOCM.100.0002 - Case Management Manual](#).
- (2) Reassignments for academic programming must be processed through a case management specialist.

H. Family members and visitors shall be encouraged to attend graduation ceremonies and shall be screened and approved in accordance with [OPS.195.0003 - Incarcerated Individual Visits](#).

I. Educational Records.

- (1) Case management shall file and maintain student education records provided by educational staff, to include, but not limited to:
 - (a) Diploma;
 - (b) Certificates; and
 - (c) Grade records.

- (2) Education records shall be maintained in accordance with Department record retention [schedule no. 2424-08](#)
- (3) Student records are confidential and shall be stored in a locked, secured location.
- (4) No incarcerated individual shall have access to another incarcerated individual's record.

.07 Appendix.

- A. Correctional Education Verification Form
- B. MDL Correctional Education Program Guide (2021)
- C. MDL Educational Programming Chart

.08 History.

- A. This directive rescinds and replaces DOC.135.0007 dated June 30, 2002 revisions of any other prior existing Department communication with which it may be in conflict.

.09 Distribution.

- A
- C
- L
- S - MDL Correctional Education Staff

**MARYLAND CORRECTIONAL EDUCATION
REQUEST FOR HIGH SCHOOL DIPLOMA VERIFICATION / TRANSCRIPT**

CE School: _____

CE School Address: _____

I request that my high school diploma verification / transcript be sent to the above address.

Student Name: _____
First Middle Last

DOC# _____ SID# _____ Date of Birth ____ / ____ / ____

Social Security # (last 4 digits): _____

Do you have a high school diploma? _____

School Name and Address: _____
School Name

Street Address

City State Zip Code County

Date high school diploma was received: _____

Student's Signature: _____

Principal's Signature: _____ 410-845-4205
School Phone

Today's Date: _____

High School Diploma Verified: _____ YES _____ NO

Person verifying diploma: _____

Verification Date: _____

Comments: _____

CORRECTIONAL EDUCATION VERIFICATION FORM

Student Name (print) _____

Date of Birth: _____ Social Security # (last 4-digit): _____

DOC Number _____ Approximate year GED earned _____

GED Test Location (city, state, site) _____

Student's Signature: _____

Principal's Name: (print): _____

Principal's Signature: _____

Correctional Facility Name: _____

.....

Adult Education Office

Maryland High School Diploma (GED) Yes _____ No _____

GED® Award Date: _____

GED® Diploma ID: _____

Verified by: _____

Date: _____

Comments: _____

NO OTHER VERIFICATION FORM WILL BE ACCEPTED

ged.dlir@maryland.gov | 410-767-0188 | www.dor.maryland.gov



CORRECTIONAL EDUCATION PROGRAMS

TABLE OF CONTENTS

MISSION AND VALUES.....	1
MARYLAND ADULT CORRECTIONAL EDUCATION PROGRAM	2
ACADEMIC PROGRAMS.....	3
SPECIAL EDUCATION PROGRAM.....	5
CAREER AND TECHNOLOGY PROGRAMS	6
TRANSITIONAL PROGRAMS.....	11
LIBRARY PROGRAMS	14
CORRECTIONAL EDUCATION COMPLETIONS - 2019.....	15
EDUCATIONAL PROGRAMMING	16
INDIVIDUAL FACILITY CLASS SCHEDULES.....	20
BALTIMORE CITY CORRECTIONAL CENTER (BCCC)	20
CENTRAL MARYLAND CORRECTIONAL FACILITY (CMCF)	19
DORSEY RUN CORRECTIONAL FACILITY (DRCF)	20
EASTERN CORRECTIONAL INSTITUTION ANNEX (ECI-A).....	22
EASTERN CORRECTIONAL INSTITUTION EAST (ECI-E).....	24
EASTERN CORRECTIONAL INSTITUTION WEST (ECI-W).....	25
JESSUP CORRECTIONAL INSTITUTION (JCI)	27
MARYLAND CORRECTIONAL INSTITUTION - HAGERSTOWN (MCI-H).....	28
MARYLAND CORRECTIONAL INSTITUTION - JESSUP (MCI-J).....	29
MARYLAND CORRECTIONAL INSTITUTION FOR WOMEN (MCI-W).....	28
MARYLAND CORRECTIONAL TRAINING CENTER (MCTC)	31
METROPOLITAN TRANSITION CENTER (MTC).....	31
NORTH BRANCH CORRECTIONAL INSTITUTION (NBCI)	34
OCCUPATIONAL SKILLS TRAINING CENTER (OSTC).....	35
PATUXENT INSTITUTION (PATX).....	36
ROXBURY CORRECTIONAL INSTITUTION (RCI).....	35
WESTERN CORRECTIONAL INSTITUTION (WCI).....	36

MISSION AND VALUES

Mission

The Correctional Education Program seeks to provide incarcerated individuals with high quality educational services that facilitate successful transition into Maryland's workforce and communities.

Values

We are committed to developing and implementing academic and workforce development instruction to provide incarcerated students with:

- Resources necessary to access the workforce upon release.
- Tools to become stable, productive members of the community.

We value the contribution of dedicated staff and will continue to recruit and retain the most qualified and dedicated educators and support personnel, ensuring that they have the resources necessary to succeed.

We value collaborative partnerships and will maintain successful relationships with a network of committed agencies to support the needs of our instructors and transitional programs.

We believe technology can improve our ability to educate our students and we will continue to identify opportunities to integrate this within our curriculum and instructional delivery.

We believe that successful transition begins when an individual is first incarcerated and continues for the duration of their sentence and upon release. We are committed to ensuring successful workforce transition for every incarcerated student.

We will strive to become a nationally recognized leader in providing inmates with academic, occupational, and transitional instruction and library services.

MARYLAND ADULT CORRECTIONAL EDUCATION PROGRAM

Correctional Education provides educational opportunities for incarcerated men and women enabling them to become independent and productive workers, citizens, and parents. The Maryland Department of Labor's (MD Labor) Correctional Education Program under the authority of the Correctional Education Council (CEC), in conjunction with the Department of Public Safety and Correctional Services (DPSCS), is responsible for the educational programs provided in Maryland's correctional institutions.

The academic program begins with basic literacy and continues along a learning continuum through high school completion. When an inmate passes the 2019 GED® Test, the state issues a Maryland high school diploma. Special education services are available for eligible under 21 students who possess an Individual Education Plan (IEP). After passing the 2019 GED® Test, students may proceed into one of the 25 occupational programs offered throughout the state. Prior to release, most inmates are able to enroll in transitional or workforce development courses. Library services are also available to complement the educational programs and to encourage independent learning.

Most of the 25 offered occupational training programs include national certification, which prepares them for entry level employment upon release. In the transitional programs, students gain valuable life skills and develop short and long term employment plans, including job search strategies, with the overarching goal of economic self-sufficiency.

In summary, Correctional Education supports the mission of the DPSCS by providing educational, library and employment services for inmates as they prepare for successful re-entry and re-integration into the community, in order to move from prison to middle income.



ACADEMIC PROGRAMS

The Maryland Correctional Education Academic Program offers a full learning continuum for students. Instruction is provided to inmates from the beginning levels of instruction in mathematics, reading, and writing to high school completion. Classes are organized into five different instructional levels based on student skill levels. The following are descriptions of the individual courses skill level requirements and curriculum.

Beginning Literacy

Students who have no, or very minimal skills begin at this level. Their skills are developed to the equivalent of a second-grade student. Class instruction includes learning the skills of new readers and very basic math skills of addition and subtraction. Writing is at the sentence level.

Offered at [BCCC](#), [CMCF](#), [DRCF](#), [ECI-A](#), [ECI-E](#), [ECI-W](#), [JCI](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [NBCI](#), [PATX](#), [RCI](#), and [WCI](#)

Beginning Basic

Students who have developed beginning level skills continue to develop reading, math, and writing skills. At this level, students are able to do addition, subtraction, multiplication, and easy division. Phonics and decoding skills are learned in reading. Writing focuses on writing multiple sentences about the same topic. Their skill level is equivalent to second and third grade level skills.

Offered at [BCCC](#), [CMCF](#), [DRCF](#), [ECI-A](#), [ECI-E](#), [ECI-W](#), [JCI](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [NBCI](#), [PATX](#), [RCI](#), and [WCI](#)

Intermediate Low

Students at this level are learning the skills equivalent to grades four and five. Skills and knowledge developed allow students to read a variety of materials, such as newspapers. Writing a paragraph is learned. Math skills include fractions and the beginning of decimals.

Offered at [BCCC](#), [CMCF](#), [DRCF](#), [ECI-A](#), [ECI-E](#), [ECI-W](#), [JCI](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [NBCI](#), [PATX](#), [RCI](#), and [WCI](#)

Intermediate High

Students at this level are learning the skills of the equivalent to grades six through eight. Skills continue to be developed and the knowledge and skills allow the student to read, compute, and write efficient enough to enter a high school level curriculum. Writing a simple essay is learned. Reading skills build on critical reading and comprehension skills. Math refines decimals and begins geometry. Students at this level are also beginning to prepare for the 2019 GED® Test. Social Studies and Science are introduced as a skill area emphasis. Writing a specialized essay to persuade or prove a point is learned. Students are introduced to algebra, higher-level geometry, and basic probability.

Offered at [BCCC](#), [CMCF](#), [DRCF](#), [ECI-A](#), [ECI-E](#), [ECI-W](#), [JCI](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [NBCI](#), [PATX](#), [RCI](#), and [WCI](#)

ACADEMIC PROGRAMS

General Educational Development (GED)

Students at this level are preparing to take the 2019 GED® Test. Skills are being refined and the knowledge and skills of ninth to twelfth grade are included at this level. The content areas of Social Studies and Science are refined. Reading in the content areas is the set of skills refined. Writing a research paper is learned. Higher-level mathematics is taught including statistics and probability, integers, exponents, and algebra that is more advanced. The content is designed to meet the state standards for graduation.

Offered at [BCCC](#), [CMCE](#), [DRCE](#), [ECI-A](#), [ECI-E](#), [ECI-W](#), [JCI](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [NBCI](#), [PATX](#), [RCI](#), and [WCI](#)

English as a Second Language (ESL)

Instruction is provided for those whose native language is not English. ESL classes help students develop speaking, listening, reading, writing, and grammar skills necessary to communicate English effectively within their workplaces, communities, and families.

Offered at [MCI-H](#), [MCI-J](#), and [MCI-W](#), and [MCTC](#)



SPECIAL EDUCATION PROGRAM

The Adult Correctional Special Education Program operates within the parameters of the Individuals with Disabilities Education Act (IDEA 2004), Code of Maryland Annotated Regulations (COMAR) 13A.05.01 and No Child Left Behind Act of 2001. The purpose of the federal mandates is to provide Free and Appropriate Public Education (FAPE) services to all students with disabilities through the age of 21 who are incarcerated within the Maryland Correctional System. The seamless delivery of services is provided regardless of the inmate's disability. The program has written policies and procedures to guide special education programs and services. All educational program options are subject to the Department of Correction security restrictions and institutions operating procedures. Special Education services are offered at eleven (11) Adult Correctional Institutions and the Baltimore City Detention Center.

Fundamental to the Adult Correctional Special Education Program is the continued commitment to provide appropriate services. Students with disabilities are placed in the Least Restrictive Environment (LRE) and provided an equal opportunity for participation in academic interests. These educational services are delivered year-round. To every extent possible, a continuum of alternative placement is offered to meet the needs of students with disabilities for special education and related services. The continuum of alternative placement includes instruction in regular classes (Literacy Lab, Adult Basic Education and Adult Secondary Education) and identified vocational programs (i.e. Employment Readiness Workshop). To this extent, students are placed in an inclusive learning environment. To address the specific needs of incarcerated individuals who are in need of Special Education services, Individual Education Plan (IEP) meetings are held to determine the appropriateness of placement, continued placement, and supplementary services.

For program sustainability, the Maryland State Department of Education (MSDE) awards the Local Application for Federal Funds (LAFF), a state pass-through grant to provide assistance for the program's overall operation. Operational funds include resources for related service providers, teacher professional development, and other budget line items to operate the program effectively. The discretionary grant from the American Recovery and Reinvestment Act (ARRA) provided funds to hire a statewide Transition Specialist, to offer students and staff strategies, techniques and materials for career development, and employability skill development.

Special Education Re-Entry Initiatives include the participation of staff to complete certification for the Offender Employment Specialist Training (OES), the infusion of transition skills into daily lesson plans, and the completion of career assessments for each identified student in Special Education.

CAREER AND TECHNOLOGY PROGRAMS

Correctional Education offers 25 CTE programs in 10 correctional facilities taught by 45 instructors. Courses run from 200 hours (2 months) to 600 hours (6 months) in length with the exception of the Barber Stylist Program, which is a 900-hour program. All CTE courses require a high school diploma for enrollment, and it is highly recommended that students be within 36 months of release.

Architectural CADD

Students are introduced to Computer-Aided Drafting and Design techniques as they apply to architectural design, floor plans, exterior and interior layouts, 3D modeling and visualization. Students prepare a portfolio of their work for potential employers.

Graduates are awarded a MD Labor state certification. ASE Entry Level technician national certification is also offered.

Course Length: 600 hours

Offered at [ECI-W](#)

Automotive Collision Repair and Restoration

Students learn proper use of hand and power tools and are introduced to the fundamental of auto body repair including welding, surface preparation, composite repairs, and spray painting.

Graduates are awarded a MD Labor state certification. ASE Entry Level technician national certification is also offered.

Course Length: 600 hours

Offered at [MCTC](#)

Automotive Maintenance and Inspection

Students focus on automotive maintenance and inspection with work on fluids, filters, belts, hoses, suspensions, tires, brakes, and battery.

Graduates are awarded MD Labor state certification.

Course Length: 600 hours

Offered at [ECI-W](#), [MCI-J](#), [MCTC](#), [OSTC](#), [RCI](#)



Barber Stylist * New for FY19

Students learn entry-level barbering skills, which includes classroom instruction, practical application, and clinical practice in most areas of, barber training. The program will prepare individuals to become licensed as Limited Licensed Barbers upon completion.

Graduates are awarded a MD Labor state certification. Maryland Barber Stylist Limited License preparation is also offered.

Course Length: 900 hours

Offered at [MCI-W](#), [RCI](#)

Building Maintenance

Students develop entry-level skills in all phases of building maintenance including painting, plumbing maintenance and repair, electrical wiring and repair, and carpentry.

Graduates are awarded MD Labor state certification. NCCER CORE national certification is also offered.

Course Length: 600 hours

Offered at [RCI](#)

CAREER AND TECHNOLOGY PROGRAMS

Certified Peer Recovery Specialist

Students have the opportunity to become credentialed as a CPRS, which is accredited by the Maryland Addiction and Behavioral-health Professional Certification Board. Students will learn skills through their training to help not only themselves as they work to sustain their own personal recovery from addiction, but they will also be trained to support other incarcerated women through their recovery journey.

Graduates are awarded MD Labor state certification as well as certification through MDABHPCB.

Course Length: 600 hours

Offered at [MCI-W](#)

Commercial Roofing

Students learn job safety and the different types of roofing, such as built-up roofing, hot tar, EPDM, rubber roof, shingle, and slate.

Graduates are awarded MD Labor state certification. NCCER CORE national certification is also offered.

Course Length: 400 hours

Offered at [OSTC](#)

Diesel Technology

The Diesel Technology Training Program is being offered as an extension to the already existing Automotive Training Program behind the fence and it is based on the growing industry needs for Diesel Service Technicians and Mechanics. Through classroom instruction and hands-on training, students learn entry-level Diesel mechanical skills to inspect, service and repair buses and trucks.

Graduates are awarded a MD Labor state certification. ASE Entry Level technician national certification is also offered.

Course Length: 600 hours

Offered at [MCIJ](#), [MCTC](#), [RCI](#)

Electrical Wiring

Students learn the basics of residential wiring and are introduced to the national electrical code. They also learn basic construction safety, proper use of hand and power tools.

Graduates are awarded MD Labor state certification. NCCER (National Center for Construction and Education Research) is also offered.

Course Length: 600 hours

Offered at [MCTC](#)

Facilities Maintenance

Students are introduced to entry level facilities maintenance of commercial buildings. Students learn about fasteners and anchors, Oxyfuel cutting, welding, gaskets and packing, pumps and drivers, valves, test instruments, mobile and support equipment, and lubrications.

Graduates are awarded MD Labor state certification. NCCER is also offered.

Course Length: 600 hours

Offered at WCI

CAREER AND TECHNOLOGY PROGRAMS

Graphic Arts and Design

Students learn the principles of design and develop skills in the use of Adobe software, such as Illustrator, Photoshop, In Demand, and Dreamweaver. Students apply these skills to design projects. In the process, they develop a portfolio, which they can show to potential employers.

Graduates are awarded MD Labor state certification.

Course Length: 600 hours

Offered at [ECI-W](#), [MCI-J](#), and [WCI](#)



Heating, Ventilation, Air Conditioning

Students learn job safety as well as theory and practical knowledge of basic heating and air conditioning systems.

Graduates are awarded MD Labor state certification. NCCER and EPA national certifications are also offered.

Course Length: 600 hours

Offered at [MCTC](#) and [OSTC](#)

Hospitality Training

The Hospitality Training Program is a Pre-Apprenticeship Program with a direct connection to the American Hospitality and Lodging Association, a Registered Apprenticeship sponsor. Through training, students will have the opportunity to earn up to a total of **9 certifications** through the **10 training modules**, which include entry-level occupation-specific modules such as (Guest Room Attendant, Restaurant Server, Maintenance Employee, Kitchen Cook, and Breakfast Attendant). Students will also be trained in additional hospitality modules such as Workplace Excellence, Guest Services, ServSafe Food Handler and Food Safety Manager, as well as Life Management Skills.

Graduates are awarded MD Labor state certification as well as other nationally recognized certifications.

Course Length: 400 hours

Offered at [MCI-W](#)

Introduction to Microsoft Word and Excel

Students develop skills in Microsoft Word and Excel Applications.

Graduates are awarded MD Labor state certification. Microsoft Office Specialist (MOS) national certification is also offered.

Course Length: 300 hours

Offered at [MCTC](#) and PATX

Masonry

Students develop entry-level skills in laying block and brick using the various tools of the trade. In addition, students learn and practice construction safety and blueprint reading.

Graduates are awarded MD Labor state certification. NCCER) national certification is also offered.

Course Length: 600 hours

Offered at [ECI-E](#), [MCTC](#), and [RCI](#)

CAREER AND TECHNOLOGY PROGRAMS

Office Management I and II

Students develop office management skills in areas of oral and written communication, management, and Human Resources Department issues.

Graduates are awarded MD Labor state certification. Microsoft Office Specialist (MOS) national certification is also offered.

Course Length: 600 hours

Offered at [MCI-W](#)

Office Technology

Students are introduced to Microsoft 2016 Word, Excel, Access, and PowerPoint, as well as office practices.

Graduates are awarded MD Labor state certification. Microsoft Office Specialist (MOS) national certification is also offered.

Course Length: 600 hours

Offered at [ECI-E](#), [MCI-H](#), [MCI-W](#), [OSTC](#), and [RCI](#)

Plumbing

Students learn entry level skills and knowledge in the fundamentals of plumbing, pipefitting, gas fittings, and state and national code requirements.

Graduates are awarded MD Labor state certification. NCCER national certification is also offered.

Course Length: 600 hours

Offered at [MCTC](#) and [OSTC](#)

Print Communication and Graphics

Through classroom instruction and hands-on training, students are introduced to all phases of the printing industry with major emphasis on offset printing, bindery, and finishing operations.

Graduates are awarded MD Labor state certification. PrintEd national certification is also offered.

Course Length: 600 hours

Offered at [OSTC](#)

Residential Carpentry

Through classroom instruction and hands-on training, students are introduced to building materials, hand and power tools, reading floor plans, wall/ceiling framing, window/exterior door installation, and basic stair layout.

Graduates are awarded MD Labor state certification. NCCER national certification is also offered.

Course Length: 600 hours

Offered at [ECI-E](#), [MCTC](#), and [OSTC](#)

CAREER AND TECHNOLOGY PROGRAMS

Sheet Metal Fabrication

Students are introduced to the sheet metal trade to include tools of the trade, sheet metal layout, metal trade math, duct work, and insulation.

Graduates are awarded MD Labor state certification. NCCER national certification is also offered.

Course Length: 600 hours

Offered at [MCI-H](#)



Small Engine Repair

Students learn to service, troubleshoot and repair small engine powered equipment. Course work includes safety practices, proper use of tools, fastener identification, and engine repair and service.

Graduates are awarded MD Labor state certification.

Course Length: 600 hours

Offered at [MCTC](#)

Warehouse/Distribution

Through classroom instruction and hands-on training, students learn job safety procedures and are introduced to the warehouse/distribution trade to include proper forklift and pallet jack operations, and computer inventory control.

Graduates are awarded MD Labor state certification.

Course: 400 hours | Offered at [OSTC](#) and [RCI](#)

Welding

Students develop entry level welding skills and develop competency in welding flat G-1, horizontal G-2, and overhead G-4 positions along with back bar and open root techniques.

Graduates are awarded MD Labor state certification. NCCER national certification is also offered.

Course Length: 600 hours

Offered at [WCI](#)

Woodworking and Cabinetry

Students learn the basics of woodworking and cabinetry through the safe and proper use of woodworking hand and power tools and equipment. Working from technical drawings and a respect for precise measurement is emphasized.

Graduates are awarded MD Labor state certification. NCCER national certification is also offered.

Course Length: 600 hours

Offered at [WCI](#)

TRANSITIONAL PROGRAMS

Employment Readiness Workshop

Students gain skills for employment in preparation for community re-entry. Students prepare for entering the workforce by completing career assessments, developing career plans, using tools for job searches, such as resumes, applications, identification cards, and comprehensive job search plans. Students utilize assessment tools, current labor market information, and community resource information to develop realistic short and long-term employment plans as they prepare to re-enter the community.

Graduates are awarded MD Labor state certification.

Course Length: 20-40 hours

Offered at [CMCF](#), [DRCF](#), [ECI-E](#), [ECI-W](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [OSTC](#), [RCI](#), and [WCI](#)

Personal Assessment and Career Exploration (PACE)

Students complete comprehensive personal and career interest assessments. Students use the results of these assessments to engage in detailed career exploration and complete research on their two most desirable careers. Up-to-date labor market information is available for use throughout the course. Students also develop a plan for an effective job search. By the end of the course, students will have completed a re-entry plan that addresses housing, treatment, family reunification, education/training, and employment.

Graduates are awarded MD Labor state certification.

Course Length: 80 hours

Offered at [MCI-W](#) and [MCTC](#)

Introduction to Computers

Students in this course learn the most important topics in computer concepts. Course subjects include basic keyboarding, Word, Excel, PowerPoint. Students learn different software applications and their uses including documents, spreadsheets, and PowerPoint presentations. Students also learn about the basic hardware components and troubleshooting.

Graduates are awarded MD Labor state certification.

Course Length: 40-80 hours

Offered at [MCI-H](#), [MCI-W](#), [OSTC](#), and [WCI](#)

Basic Keyboarding

This course assists students in developing the skills necessary to use a computer keyboard with precision, accuracy, and speed. Students learn to use the alphabetic and numeric keypads along with other function keys. Periodic assessment tests and practice exercises encourage proper utilization of a computer keyboard. This is a basic skill that must be mastered for further training on computer skills.

Graduates are awarded MD Labor state certification.

Course Length: 40 hours

Offered at [JCI](#), and [MCI-H](#)

Financial Literacy

Students learn strategies to manage their finances post-release. Students create budgets, learn about personal banking, long term financial planning, personal savings, investing, the importance of credit health and understanding the importance of earning a living wage. Students also identify short-term and long-term financial goals. This course is taught both as a stand-alone course and as a unit of both Employment Readiness Workshop and Life Skills.

Graduates are awarded MD Labor state certification.

Course length: 20-40 hours

Offered at [CMCF](#), [DRCF](#), [ECI-E](#), [ECI-W](#), [JCI](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [RCI](#), and [WCI](#)

Parenting for Success

Students in this course complete two modules including parenting during incarceration and updating your parenting skills. Through multi-media resources and special presentations, students learn how to plan inexpensive activities with children, discuss incarceration with children, stay involved in the lives of children and family, and update information about child development.

Graduates are awarded MD Labor state certification.

Course Length: 40 hours

Offered at [EPRU](#) and [MCI-W](#)

Life Skills for Re-Entry

Students learn the steps of goal setting, decision making, and developing a personal action plan. Modules of instruction include, but are not limited to, healthy relationships, successful parenting strategies, managing stress and women's health topics, financial literacy, employability skills, and effective approaches to the job search strategies.

Graduates are awarded MD Labor state certification.

Course Length: 40-80 hours

Offered at [CMCF](#), [DRCF](#), [MCI-W](#) and [MCTC](#)

Health and Nutrition

Students learn strategies to better manage health care issues for themselves and their families, and complete daily assignments/special projects to address health and nutrition both inside outside of prison.

Graduates are awarded MD Labor state certification.

Course length: 40 hours

Offered at [MCI-W](#)



Success at Work

Success at Work focuses on the development and review of the skills necessary to retain a job once hired. The applied skills that are taught in this course include basic work habits and behaviors, work attitude and values, communication and interpersonal skills, problem solving, teamwork, employer expectations, and professionalism on the job. The course is very interactive in nature and uses scenarios derived from institutional work assignments and from private sector employment situations.

Graduates are awarded MD Labor state certification.

Course length: 40 hours

Offered at [MCI-W](#)

Reentry and Employment Resources

DPSCS and MD LABOR have collaborated to provide limited internet access to inmates who are planning for release and post release employment. In total, inmates at 21 facilities have access to at least one computer with secure internet access that allows them to search two (2) websites including the Maryland Workforce Exchange, and America's Job Exchange. Correctional Education coordinates and assists in thirteen (13) facilities to operate this program on a regular basis. Inmates with 120 days or less remaining in their sentence receive priority in the use of these computers. On average, CE staff assists approximately 300 inmates per month to learn to navigate and utilize these important websites as they prepare for successful reentry into the community.

Graduates are awarded MD Labor state certification.

Course length: 40 hours

Offered at [MCI-W](#), [CMCF](#), [DRCE](#), [ECI-A](#), [ECI-E](#), [ECI-W](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [OSTC](#), [RCI](#), and [WCI](#)

Transition Planning

Transition Planning focuses on the development of a transition plan for our under 21 population of students. Students work with a Transition Specialist to articulate their post-incarceration goals and develop a comprehensive plan for success.

Graduates are awarded MD Labor state certification.

Course length: 40 hours

Offered at [MCI-W](#), [OSTC](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), and [RCI](#)

Workshop Participation

Inmates have the opportunity to learn about additional programming through our workshop series. Guest speakers provide information on topics such as entrepreneurship, expungement, training and apprenticeship opportunities that are available upon release. The series reinforces communication and interpersonal skills.

Graduates are awarded MD Labor state certification.

Course length: 8 hours

Offered at [MCI-W](#), [CMCF](#), [DRCE](#), [ECI-A](#), [ECI-E](#), [ECI-W](#), [MCI-H](#), [MCI-J](#), [MCI-W](#), [MCTC](#), [MTC](#), [OSTC](#), [RCI](#), and [WCI](#)

LIBRARY PROGRAMS

Correctional Education Libraries provide services that meet the information, recreational, lifelong learning, and transitional needs of inmates, preparing them to be successful ex-offenders.

The libraries provide legal reference service, legal and general databases, listening stations, and general reading materials on a variety of high interest and educational topics to all the inmates.

Librarians provide a variety of programs primarily through general book discussions and programs on reentry. Some librarians collaborate with institutional personnel to broaden the scope of programs. Programs include Mavis Beacon typing classes, introduction to legal resources, Programs for and with Incarcerated Veterans (IVOR), Limited Internet Job Searching (MWE), career videos, and art exhibitions. Additionally, outside guests are invited to speak on a variety of topics, including licensing and apprenticeship.

Library Access - The library is open to all inmates in the Maryland Correctional system. For inmates who have no physical access to the library, librarians use the institutional mail or clerk delivery system to provide services. Where institutions allow, librarians or library clerks make weekly visits to the segregated units. Maryland inmates who are housed out-of-state receive legal responses through the mail.



CORRECTIONAL EDUCATION COMPLETION REPORT - 2019

FY 19 Correctional Education Completion Report

Institutions		Certificates				
Name	ASC 1 & 2	ASC 3	ASC4	GED	Occupational	Transitional
Baltimore City Correctional Center	9	23	3	20		90
Central Maryland Correctional Facility	6	4	0	16		82
Dorsey Run Correctional Facility	5	5		42		156
Eastern Correctional Institution Annex	29	14	1	5		90
Eastern Correctional Institution-East	69	32	4	22	24	143
Eastern Correctional Institution-West	63	46	7	25	62	163
Eastern Pre-Release Unit	2	1		9		301
Jessup Correctional Institution	13	10	1	11		
Maryland Correctional Institution - Hagerstown	34	26	1	21	17	73
Maryland Correctional Institution - Jessup	15	10		14	60	82
Maryland Correctional Institution - Women's	46	10	2	31	33	298
Maryland Correctional Training Center	72	133	6	65	147	409
Metropolitan Transition Center	2	1	1			12
North Branch Correctional Institution	37	17	3	15		
Occupational Skills Training Center					136	105
Patuxent Institution	9	5	2	18		
Roxbury Correctional Institution	88	38		27	54	106
Western Correctional Institution	57	33		12	99	58
Totals	556	408	31	371	632	2168

EDUCATIONAL PROGRAMMING

	BCCC	CMCF	DRCF	ECI-A	ECI-E	ECI-W	JCI	MCI-H
General Education								
Academic	•	•	•	•	•	•	•	•
ESL								•
Special Education	•				•	•	•	•
Career and Technology Programs								
Architectural CADD						•		
Automotive Collision, Repair and Restoration								
Automotive Maintenance and Technology						•		
Barber Stylist								
Building Maintenance								
Certified Peer Recovery Specialist			•		•	•	•	
Carpet and Fabric Care								
Commercial Roofing								
Diesel Technology								
Electrical Wiring								
Facilities Maintenance								
Graphic Arts and Design						•		
HVAC								
Hospitality Training								
Introduction to Microsoft Word and Excel								
Masonry					•			
Office Management I and II								
Office Technology					•			•
Plumbing								
Printing and Graphics								
Residential Carpentry					•			
Sheet Metal Fabrication								•
Small Engine Repair								
Warehouse/Distribution								
Welding								
Woodworking and Cabinetry								
Transitional								
Employment Readiness Workshop	•	•	•	•	•	•		•
Financial Literacy		•	•		•	•	•	•
Health and Nutrition								
Introduction to Computers		•						•
Basic Keyboarding							•	•
Life Skills Re-Entry		•	•					
Parenting								
Personal Assessment and Career Exploration								
Success at Work								
Transition Planning								•
Workshop Participation		•	•	•	•	•		•
Library								
Library Services		•	•	•	•	•	•	•
Computer legal databases					•	•	•	•
Core Reference Collection					•	•	•	•

DLLR/DWDAL • CORRECTIONAL EDUCATION PROGRAM

	BCCC	CMCF	DRCF	ECI-A	ECI-E	ECI-W	JCI	MCI-H
Popular Interest Collection		•	•	•	•	•	•	•
Re-entry Resource Databases		•	•	•	•	•	•	•
Career Center					•	•	•	•
Listening Station (Books on Tape)					•	•	•	•
Educational/ Transitional Videos					•	•	•	•
Special Programs						•	•	

EDUCATIONAL PROGRAMMING

	MCI-J	MCI-W	MCTC	MTC	NBCI	OSTC	PATX	RCI	WCI
General Education									
Academic	●	●	●		●		●	●	●
ESL	●	●	●						
Special Education	●	●	●		●		●	●	●
Career and Technology Programs									
Architectural CADD									
Automotive Collision, Repair and Restoration			●						
Automotive Maintenance and Technology	●		●			●		●	
Barber Stylist		●				●		●	
Building Maintenance								●	
Certified Peer Recovery Specialist		●	●		●		●		●
Carpet and Fabric Care									
Commercial Roofing						●			
Diesel Technology	●		●					●	
Electrical Wiring			●						
Facilities Maintenance									●
Graphic Arts and Design	●								●
HVAC			●			●			
Hospitality Training		●							
Introduction to Word and Excel			●				●		
Masonry			●					●	
Office Management I and II		●							
Office Technology		●				●		●	
Plumbing			●			●			
Printing and Graphics						●			●
Residential Carpentry			●			●			
Sheet Metal Fabrication									
Small Engine Repair			●						
Warehouse/Distribution						●		●	
Welding									●
Woodworking and Cabinetry									●
Transitional									
Employment Readiness Workshop	●	●	●			●		●	●
Financial Literacy	●	●	●	●				●	●
Health and Nutrition		●							
Introduction to Computers		●				●			●
Basic Keyboarding			●						
Life Skills Re-Entry		●	●						
Parenting		●	●						
Personal Assessment and Career Exploration		●	●						
Success at Work		●							
Transition Planning		●	●	●		●		●	
Workshop Participation	●	●				●		●	
Library									
Library Services	●	●	●		●		●	●	●
Computer legal databases	●	●	●		●		●	●	●
Core Reference Collection	●	●	●		●		●	●	●

DLLR/DWDAL • CORRECTIONAL EDUCATION PROGRAM

	MCI-J	MCI-W	MCTC	MTC	NBCI	OSTC	PATX	RCI	WCI
Popular Interest Collection	●	●	●		●		●	●	●
Re-entry Resource Databases	●	●	●		●		●	●	●
Career Center	●	●	●				●		
Listening Station (Books on Tape)	●	●	●		●		●	●	●
Education/ transitional videos	●	●	●				●	●	●
Special Programs		●	●		●			●	

INDIVIDUAL FACILITY CLASS SCHEDULES**Baltimore City Correctional Center (BCCC)**

901 Greenmount Avenue

Baltimore, Maryland 21202

(410) 332-4340

Opened 1984

Security Level – Minimum/Pre-release

Average Daily Population: 498 Adult Males

Student Capacity: 60

Class	Day	Hours of Operation
Academic Program		
Beginning Literacy	Monday-Friday	12:00 -1:30, 1:30 -3:00 PM
Intermediate Low	Monday-Friday	12:00-1:30, 1:30 – 3:00 PM
Intermediate High	Monday-Friday	8:00 – 9:30, 9:30 – 11 AM
Adult Secondary Education Low/High	Monday-Friday	8:00 – 9:30, 9:30 – 11 AM
Transitional Programs		
Employment Readiness Workshop (ERW)	Tuesday/Wednesday	4:30 PM - 6:30 PM

Central Maryland Correctional Facility (CMCF)

7301 Buttercup Road
 Sykesville, Maryland 21784
 (410) 781-4444
 Opened 1960
 Security Level: Minimum
 Average Daily Population: 496 Adult Males
 Student Capacity: 30

Class	Day	Hours of Operation
Academic Program		
Academic - All Levels	Monday-Friday	TBA
Transitional Programs		
Employment Readiness Workshop (ERW)	Tuesday & Thursday	8:00 AM – 12:00 PM
Additional Resources		
Library Services	Friday	7:00 AM - 3:30 PM

Dorsey Run Correctional Facility (DRCF)

2020 Toulson Road
 Jessup, Maryland 20794
 (410) 379-6020
 Opened 2013
 Security Level Minimum Adult Males
 Average Daily Population: 583
 Student Capacity: 72

Class	Day	Hours of Operation
Academic Program		
Beginning Literacy/ Low/High	Tue, Wed, and Thurs	12:30 PM - 3:30 PM
Adult Secondary Education Low/High	Tue, Wed, and Thurs	8:00 AM – 11:00 AM
Transitional Programs		
Employment Readiness Workshop (ERW)	Mon, Wed, and Fri	TBA
Employment Readiness Workshop (ERW)	Monday - Thursday	6:15 PM – 9:00 PM
Additional Resources		
Library Services	Friday	1:00 PM – 4:00 PM

Eastern Correctional Institution Annex (ECI-A)

30430 Revells Neck Road
 Westover, Maryland 21890
 (410) 845-4000
 Opened 1993
 Security Level Minimum
 Average Daily Population: 600 Adult Males
 Student Capacity: 80

Class	Day	Hours of Operation
Academic Program		
Basic Literacy	Monday-Friday	8:30 - 11:00 AM, 11:30-1:30
Intermediate Low	Monday-Friday	8:30 – 11:00 AM, 11:30-1:30
Intermediate High	Monday-Friday	8:30 AM - 11:00 AM
Adult Secondary Education Low/High	Monday-Friday	11:30 AM-1:30 PM
Transitional Programs		
Employment Readiness Workshop (ERW)	Monday-Friday	8:30 AM – 11:00 AM
Additional Resources		
Library Services	Monday and Wednesday	6:00 PM – 8:00 PM

Eastern Correctional Institution East (ECI-E)

30420 Revells Neck Road
 Westover, Maryland 21890
 (410) 845-4000
 Security Level: Medium, Minimum & Pre-Release
 Opened 1987
 Average Daily Population: 1400 Adult Males
 Student Capacity ECI-E: 254

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday-Friday	7:30 AM – 11:00 AM
Special Education	Monday-Friday	11:30 AM - 2:00 PM
Beginning Literacy	Monday-Friday	7:30 AM - 11:00 AM
Beginning Literacy	Monday-Friday	11:30 AM - 2:00 PM
Intermediate Low	Monday-Friday	7:30 AM - 11:00 AM
Intermediate Low	Monday-Friday	11:30 AM - 2:00 PM
Intermediate High	Monday-Friday	7:30 AM - 11:00 AM
Intermediate High	Monday-Friday	11:30 AM - 2:00 PM
Adult Secondary Education Low/High	Monday-Friday	7:30 AM - 11:00 AM
Adult Secondary Education Low/High	Monday-Friday	11:30 AM - 2:00 PM
Occupational Programs		
Office Technology	Monday-Friday	7:30 AM - 11:00 AM
Office Technology	Monday-Friday	11:30 AM - 1:45 PM
Residential Carpentry	Monday-Friday	7:30 AM - 11:00 AM
Residential Carpentry	Monday-Friday	11:30 AM - 1:45 PM
Masonry	Monday-Friday	7:30 AM - 11:00 AM
Masonry	Monday-Friday	11:30 AM - 1:45 PM
Transitional Programs		
Employment Readiness Workshop (ERW)	Monday-Thursday	7:30 AM - 10:30 AM
Additional Resources		
Library Services	Monday	6:15 PM - 8:00 PM
Library Services	Wednesday	2:00 – 3:30
Library Services	Monday - Friday	7:45 AM - 10:45 AM
Library Services	Monday - Friday	11:45 AM - 1:30 PM
Library Services	Wednesday	6:15 PM - 8:00 PM

Eastern Correctional Institution West (ECI-W)

30420 Revells Neck Road
 Westover, Maryland 21890
 (410) 845-4000
 Security Level: Medium, Minimum & Pre-Release
 Opened 1987
 Average Daily Population: 1325 Adult Males
 Student Capacity ECI-W: 181

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday-Friday	8:30 AM - 11:30 AM
Special Education	Monday-Friday	12:00 PM - 3:00 PM
Intermediate Low	Monday-Friday	8:30 AM - 11:30 AM
Intermediate Low	Monday-Friday	12:00 PM - 3:00 PM
Intermediate High	Monday-Friday	12:00 PM - 3:00 PM
Intermediate High	Monday-Friday	8:30 AM - 11:30 AM
Adult Secondary Education	Monday-Friday	8:30 AM - 11:30 AM
Adult Secondary Education	Monday-Friday	12:00 PM - 3:00 PM
Occupational Programs		
Automotive Technology	Monday-Friday	8:30 AM - 11:30 AM
Automotive Technology	Monday-Friday	12:00 PM - 3:00 PM
Graphics Arts and Design	Monday-Friday	8:30 AM - 11:30 AM
Graphics Arts and Design	Monday-Friday	12:00 PM - 3:00 PM
CADD	Monday-Friday	8:30 AM - 11:30 AM
CADD	Monday-Friday	12:00 PM - 3:00 PM
Transitional Programs		
Employment Readiness Workshop (ERW)	Monday - Thursday	8:30 AM - 11:30 AM
Reentry and Employment Resources	Monday - Friday	9:00 – 10:00 AM
Additional Resources		
Library Services	Monday-Friday	8:45 AM - 11:15 AM
Library Services	Monday-Friday	12:30 PM - 2:45 PM
Library Services	Tuesday/Thursday	7:30 PM - 9:45 PM

Eastern Pre-Release Unit (EPRU)

700 Flat Iron Square Road
 Church Hill, Maryland 21623
 (410) 810-5400
 Opened 1964
 Security Level: Pre-Release
 Average Daily Population: 179 Adult Males
 Student Capacity: 52

Class	Day	Hours of Operation
Academic Program		
Academic - All Levels	Monday - Thursday	9:30 AM – 12:15 PM
Transitional Programs		
Employment Readiness Workshop (ERW)	Monday - Thursday	1:15 PM – 3:15 PM
Parenting	Monday – Thursday	3:30 PM – 5:00 PM
Financial Literacy	Monday - Thursday	5:00 PM – 6:00 PM
Additional Resources		
Library Services	Wednesday/Thursday	5:45 PM - 6:15 PM

Jessup Correctional Institution (JCI)

7800 House of Correction Road
 Jessup, Maryland 20794
 (410) 799-6100
 Opened 1991
 Security Level: Medium Adult Males
 Average Daily Population: 1714
 Student Capacity: 127

Class	Day	Hours of Operation
Academic Program		
Beginning Literacy	Monday-Friday	7:30 AM - 10:30 AM
Basic	Monday-Friday	11:00 AM - 1:45 PM
Intermediate Low	Monday-Friday	11:00 AM - 1:45 PM
Intermediate Low/High	Monday-Friday	11:00 AM - 1:45 PM
Adult Secondary Education Low	Monday-Friday	7:30 AM - 10:30 AM
Additional Resources		
Library Services	Monday-Friday	8:30 AM – 1:30 PM

Maryland Correctional Institution - Hagerstown (MCI-H)

18601 Roxbury Road
Hagerstown, Maryland 21746
(240) 420-1000
Opened 1942
Security Level: Medium Adult Males
Average Daily Population: 2068
Student Capacity: 345

Class	Day	Hours of Operation
Academic Program		
Beginning Literacy	Monday-Friday	7:45 AM - 9:45 AM
Beginning Literacy	Monday-Friday	11:45 AM – 2:45 PM
Intermediate Low	Monday-Friday	7:45 AM - 10:45 AM
Intermediate Low	Monday-Friday	11:45 AM – 2:45 PM
Intermediate High	Monday-Friday	7:45 AM - 10:45 AM
Intermediate High	Monday-Friday	11:45 Am – 2:45 PM
Adult Secondary Education Low/High	Monday-Friday	7:45 AM – 10:45 AM
Adult Secondary Education Low/High	Monday-Friday	1:00 PM - 3:00 PM
PC Low	Monday & Thursday	10:00 AM – 12:00 PM
PC High	Tuesday & Friday	10:00 AM – 12:00 PM
Occupational Programs		
Office Technology	Monday-Friday	7:45 AM – 10:45 AM
Office Technology	Monday-Friday	11:45 Am – 2:45 PM
Sheet Metal Fabrication	Monday-Friday	7:45 AM - 12:00 PM
Sheet Metal Fabrication	Monday-Friday	1:00 PM - 3:00 PM
Transitional Programs		
Employment Readiness Workshop (ERW)	Friday	7:45 AM – 10:45 AM
Employment Readiness Workshop (ERW)	Friday	11:45 AM – 2:45 PM
Introduction to Computers	Monday-Thursday	7:45 AM - 10:45 AM
Basic Keyboarding	Monday-Thursday	11:45 AM – 2:45 PM
Additional Resources		
Library Services	Monday-Friday	7:45 AM – 12:00 PM
Library Services	Monday-Friday	1:00 PM – 3:00 PM
Library Services	Monday/Wednesday	7:00PM- 8:20 PM

Maryland Correctional Institution - Jessup (MCI-J)

7803 House of Correction Road
 Jessup, Maryland 20794
 (410) 540-6785
 Opened 1981
 Security Level: Medium
 Average Daily Population: 1100
 Student Capacity: 176

Class	Day	Hours of Operation
Academic Programs		
Special Education	Monday-Friday	7:30 AM - 10:00 AM
Special Education	Monday-Friday	11:30 AM - 2:00 PM
Beginning Literacy/Intermediate Low	Monday-Friday	7:00 AM - 10:00 AM
Intermediate High	Monday-Friday	11:30 AM - 2:00 PM
Adult Secondary Education Low	Monday-Friday	7:30 AM-10:00 AM
Adult Secondary Education Low	Monday-Friday	11:30 AM-2:00 PM
Adult Secondary Education High	Monday-Friday	7:30 AM - 10:00 AM
ESL	Monday-Friday	7:30 AM - 10:00 AM
ESL	Monday-Friday	11:30 AM-2:00 PM
Occupational Programs		
Automotive Mechanics Services	Monday-Friday	7:30 AM - 10:00 AM
Automotive Mechanics Services	Monday-Friday	11:30 AM - 2:00 PM
Diesel Technology	Monday-Friday	7:30 AM - 10:00 AM
Diesel Technology	Monday-Friday	11:30 AM - 2:00 PM
Desktop Publishing	Monday-Friday	7:30 AM - 10:00 AM
Desktop Publishing	Monday-Friday	11:30 AM - 2:00 PM
Transitional Programs		
Employment Readiness Workshop (ERW)	Monday-Thursday	7:00 AM - 10:00 AM
Employment Readiness Workshop (ERW)	Monday-Thursday	11:30 AM - 2:00 PM
Additional Resources		
Library Services	Monday-Friday	7:30 AM - 10:00 AM
Library Services	Monday-Friday	12:30 PM – 2:00 PM
Library Services	Tuesday/Wednesday	6:00 PM - 8:00 PM

Maryland Correctional Institution for Women (MCI-W)

7943 Brock Bridge Road

Jessup, Maryland 20794

(410) 379-3800

Opened 1939

Security Level: All Adult Females Levels

Average Daily Population: 780

Student Capacity: 248

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday-Friday	7:00 AM - 10:00 AM
Beginning Literacy	Monday-Friday	7:00 AM - 10:00 AM
Basic	Monday-Friday	11:00 AM - 2:00 PM
Intermediate Low	Monday-Friday	7:00 AM - 10:00 AM
Intermediate Low	Monday-Friday	11:00 AM - 2:00 PM
Intermediate Low	Monday-Friday	3:00 PM - 5:30 PM
Intermediate High	Monday-Friday	7:00 AM - 10:00 AM
Intermediate High	Monday-Friday	11:00 AM - 2:00 PM
Adult Secondary Education Low	Monday-Friday	7:00 AM - 10:00 AM
Adult Secondary Education Low	Monday-Friday	11:00 AM - 2:00 PM
Adult Secondary Education High	Monday-Friday	7:00 AM - 10:00 AM
Adult Secondary Education High	Monday-Friday	11:00 AM - 2:00 PM
Occupational Programs		
Barbering Stylist	Monday-Thursday	7:00 AM – 10:00 AM
Barbering Stylist	Monday-Thursday	11:00 AM – 1:45 PM
Hospitality	Monday - Friday	7:00 AM - 10:00 AM
Office Technology	Monday-Friday	7:00 AM - 10:00 AM
Office Technology	Monday-Friday	11:00 AM - 1:45 PM
Office Management	Monday-Friday	7:00 AM - 10:00 AM
Office Management	Monday-Friday	11:00 AM - 1:45 PM
Certified Peer Recovery Specialist*	Meets Outside of Regular Business Days and Hours	
Transitional Programs		
Success at Work	Monday-Thursday	11:00 AM - 2:00 PM
Employment Readiness Workshop (ERW)	Monday-Thursday	3:00 PM - 5:30 PM
Parenting/Health/Financial Literacy	Monday-Thursday	3:00 PM - 5:30 PM
Personal Assessment and Career Exploration (PACE)	Monday-Friday	11:00 AM - 2:00 PM
Life Skills for Re-Entry	Monday-Friday	7:00 AM - 10:00 AM
Introduction to Computers	Monday-Thursday	3:00 PM - 5:30 PM
Additional Resources		
Library Services	Monday-Friday	7:00 AM - 3:00 PM
Library Services	Tuesdays	6:00 AM – 8:00 PM

Maryland Correctional Training Center (MCTC)

18800 Roxbury Road
 Hagerstown, Maryland 21746
 (240) 420-1601
 Opened 1966
 Security Level: Medium Adult Males
 Average Daily Population: 2455
 Student Capacity: 425

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday-Friday	8:00 AM – 11:00 AM
Special Education	Monday-Friday	12:15 PM – 2:30 PM
Beginning Literacy	Monday-Friday	8:00 AM - 9:30 AM
Beginning Literacy	Monday-Friday	9:30 AM - 11:00 AM
Beginning Literacy	Monday-Friday	12:15 PM - 1:15 PM
Beginning Literacy	Monday-Friday	1:15 PM - 2:30 PM
Literacy Tutor Training	Monday-Friday	2:30 PM - 3:00 PM
Intermediate Low	Monday-Friday	8:00 AM - 9:00 AM
Intermediate Low	Monday-Friday	9:00 AM - 10:00 AM
Intermediate Low	Monday-Friday	10:00 AM - 11:00 AM
Intermediate Low	Monday-Friday	12:00 PM - 1:00 PM
Intermediate Low	Monday-Friday	1:00 PM - 2:00 PM
Intermediate Low	Monday-Friday	2:00 PM - 3:00 PM
Intermediate High	Monday-Friday	8:00 AM - 9:00 AM
Intermediate High	Monday-Friday	9:00 AM - 10:00 AM
Intermediate High	Monday-Friday	10:00 AM - 11:00 AM
Intermediate High	Monday-Friday	12:00 PM - 1:00 PM
Intermediate High	Monday-Friday	1:00 PM - 2:00 PM
Intermediate High	Monday-Friday	2:00 PM - 3:00 PM
Adult Secondary Education Low/High	Monday-Friday	8:00 AM - 9:00 AM
Adult Secondary Education Low/High	Monday-Friday	9:00 AM - 10:00 AM
Adult Secondary Education Low/High	Monday-Friday	10:00 AM - 11:00 AM
Adult Secondary Education Low/High	Monday-Friday	12:00 PM - 1:00 PM
Adult Secondary Education Low/High	Monday-Friday	1:00 PM - 2:00 PM
Adult Secondary Education Low/High	Monday-Friday	2:00 PM - 3:00 PM
Occupational Programs		
Automotive Mechanic Services	Monday-Friday	8:00 AM – 11:00 AM
Automotive Mechanic Services	Monday-Friday	12:00 PM – 3:00 PM
Diesel Technology	Monday-Friday	8:00 AM – 11:00 AM
Diesel Technology	Monday-Friday	12:00 PM – 3:00 PM
Automotive Collision and Repair	Monday-Friday	8:00 AM – 11:00 AM
Automotive Collision and Repair	Monday-Friday	12:00 PM – 3:00 PM
Electrical Wiring	Monday-Friday	8:00 AM – 11:00 AM
Electrical Wiring	Monday-Friday	12:00 PM – 3:00 PM
Heating, Ventilation, Air Conditioning	Monday-Friday	8:00 AM – 11:00 AM
Heating, Ventilation, Air Conditioning	Monday-Friday	12:00 PM – 3:00 PM

DLLR/DWDAL • CORRECTIONAL EDUCATION PROGRAM

Class	Day	Hours of Operation
Masonry	Monday-Friday	8:00 AM – 11:00 AM
Masonry	Monday-Friday	12:00 PM – 3:00 PM
Office Technology	Monday, Wed	8:00 AM – 11:00 AM
Office Technology	Monday, Wed	12:00 PM – 3:00 PM
Office Technology	Monday	4:00 PM – 7:00 PM
Plumbing	Monday-Friday	8:00 AM – 11:00 AM
Plumbing	Monday-Friday	12:00 PM – 3:00 PM
Residential Carpentry	Monday-Friday	8:00 AM – 11:00 AM
Residential Carpentry	Monday-Friday	12:00 PM – 3:00 PM
Small Engine Repair	Monday-Friday	8:00 AM – 11:00 AM
Small Engine Repair	Monday-Friday	12:00 PM – 3:00 PM
Transitional Programs		
Shop Prep	Monday-Friday	8:00 AM – 11:00 AM
Shop Prep	Monday-Friday	12:00 PM – 1:00 PM
Personal Assessment and Career Exploration (PACE)	Monday-Friday	8:00 AM – 11:00 AM
Personal Assessment and Career Exploration (PACE)	Monday-Friday	12:00 PM – 1:00 PM
Life Skills for Re-Entry	Monday-Friday	12:00 PM – 1:00 PM
Additional Resources		
Library Services	Monday-Friday	8:00 AM – 11:00 AM
Library Services	Monday-Friday	12:00 PM – 3:00 PM
Library Services	Monday, Wed	6:00 PM – 9:00 PM

Metropolitan Transition Center

954 Forrest Street
 Baltimore, MD 21202
 (410) 230-1566
 Opened 1811
 Security Level: Pre-trial/Maximum
 Average Daily Population: Adult Males
 Student Capacity: 25

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday - Friday	7:30 AM - 10:30 AM
Special Education	Monday - Friday	12:00 PM - 2:30 PM
Additional Resources		
Library Services	Monday - Thursday	3:00 am – 8:00 PM

North Branch Correctional Institution (NBCI)

14100 McMullen Highway, SW
 Cumberland, Maryland 21502
 (301) 729-7400
 Opened 2008
 Security Level: Maximum Adult Males
 Average Daily Population: 1396
 Student Capacity: 12

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday & Friday	7:30 AM - 10:15 AM
Special Education	Monday & Friday	11:30 AM - 2:15 PM
Beginning Literacy	Monday-Friday	7:30 AM - 10:15 AM
Beginning Literacy	Monday-Friday	11:30 AM - 2:15 PM
Basic	Monday-Friday	7:30 AM - 10:15 AM
Basic	Monday-Friday	11:30 AM - 2:15 PM
Intermediate Low	Monday-Friday	7:30 AM - 10:15 AM
Intermediate Low	Monday-Friday	11:30 AM - 2:15 PM
Intermediate High	Monday-Friday	7:30 AM - 10:15 AM
Intermediate High	Monday-Friday	11:30 AM - 2:15 PM
Adult Secondary Education Low	Monday-Friday	11:30 AM - 2:15 PM
Adult Secondary Education High	Monday-Friday	7:30 AM - 10:15 AM
Additional Resources		
Library Services	Monday-Friday	7:30 AM - 10:15 AM
Library Services	Monday-Friday	11:30 AM - 2:15 PM
Library Services	Monday and Thursday	6:00 PM - 9:00 PM

Occupational Skills Training Center (OSTC)

929 Forrest St
 Baltimore MD 21202
 (410) 234-1835
 Security Level: Custody-Minimum, Pre-Release
 Established -1994
 Student Capacity: 142

Class	Day	Hours of Operation
Occupational Programs		
Automotive Technology	Monday-Friday	7:30 AM - 11:00 AM
Automotive Technology	Monday-Friday	11:30 AM - 2:00 PM
Pre-Apprenticeship Residential Carpentry	Monday-Friday	7:30 AM - 11:00 AM
Pre-Apprenticeship Residential Carpentry	Monday-Friday	11:30 AM - 2:00 PM
Pre-Apprenticeship Heating, Ventilation and Air Conditioning	Monday-Friday	7:30 AM - 11:00 AM
Pre-Apprenticeship Heating, Ventilation and Air Conditioning	Monday-Friday	11:30 AM - 2:00 PM
Pre-Apprenticeship Plumbing	Monday – Friday	7:30 AM – 11:00 AM
Pre-Apprenticeship Plumbing	Monday – Friday	7:30 AM – 11:00 AM
Office Technology	Monday-Friday	7:30 AM - 11:00 AM
Office Technology	Monday-Friday	11:30 AM - 2:00 PM
Printing and Graphics	Monday-Friday	7:30 AM - 11:00 AM
Printing and Graphics	Monday – Friday	11:30 AM – 2:00 PM
Commercial Roofing	Monday-Friday	7:30 AM - 11:00 AM
Commercial Roofing	Monday-Friday	11:30 AM - 2:00 PM
Warehousing and Distribution	Monday-Friday	7:30 AM - 11:00 AM
Warehousing and Distribution	Monday-Friday	11:30 AM - 2:00 PM
Transitional Programs		
Employment Readiness Workshop	Monday - Thursday	7:30 AM - 1:00 PM

Patuxent Institution (PATX)

7555 Waterloo Road

Jessup, MD 20794

(410) 799-3400

Opened: 1951

Security Level: Maximum Adult Males and Females

Average Daily Population: 989

Student Capacity: 113

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday-Friday	7:30 AM - 10:30 AM
Special Education	Monday-Friday	11:00 PM – 2:00 PM
Beginning Literacy	Monday-Friday	7:30 AM - 10:30 AM
Intermediate Low	Monday-Friday	11:00 PM – 2:00 PM
Intermediate High	Monday-Friday	7:30 AM - 10:30 AM
Intermediate High	Monday-Thursday	11:00 PM – 2:00 PM
Adult Secondary Education Low/High	Monday-Friday	7:30 AM - 10:30 AM
Occupational Programs		
Microsoft Word/Excel	Monday-Thursday	5:00 PM – 8:00 PM
Additional Resources		
Library Services	Monday/Wednesday	7:30 AM – 10:30 AM
Library Services	Monday/Wednesday	12:30 PM – 2:30 PM
Library Services	Thursday	7:30 AM – 11:30 AM
Library Services	Thursday	12:30 – 2:30 PM

Roxbury Correctional Institution (RCI)

18701 Roxbury Road
Hagerstown, Maryland 21746
(240) 420-3000
Opened 1983
Security Level: Medium Adult Males
Average Daily Population 1724
Student Capacity: 275

Class	Day	Hours of Operation
Academic Program		
Special Education	Monday-Friday	7:45 AM - 11:00 AM
Special Education	Monday-Friday	11:45 PM - 2:30 PM
Beginning Literacy	Monday-Friday	7:45 AM - 11:00 AM
Beginning Literacy	Monday-Friday	11:45 PM - 2:30 PM
Intermediate Low	Monday-Friday	7:45 AM - 11:00 AM
Intermediate Low	Monday-Friday	11:45 PM - 2:30 PM
Intermediate High	Monday-Friday	7:45 AM - 11:00 AM
Intermediate High	Monday-Friday	11:45 PM - 2:30 PM
Adult Secondary Education	Monday-Friday	7:45 AM - 11:00 AM
Adult Secondary Education	Monday-Friday	11:45 PM - 2:30 PM
Occupational Programs		
Barbering Stylist	Monday-Thursday	7:00 AM – 10:00 AM
Barbering Stylist	Monday-Thursday	11:00 AM – 1:45 PM
Automotive Technology	Monday-Thursday	11:00 AM – 1:45 PM
Automotive Technology	Monday-Friday	7:45 AM - 11:00 AM
Diesel Technology	Monday-Thursday	11:00 AM – 1:45 PM
Diesel Technology	Monday-Friday	7:45 AM - 11:00 AM
Building Maintenance	Monday-Friday	11:45 PM - 2:30 PM
Building Maintenance	Monday-Friday	7:45 AM - 11:00 AM
Office Technology	Monday-Friday	11:45 PM - 2:30 PM
Office Technology	Monday-Friday	7:45 AM - 11:00 AM
Masonry	Monday-Friday	11:45 PM - 2:30 PM
Masonry	Monday-Friday	7:45 AM - 11:00 AM
Transitional Programs	Monday-Friday	11:45 PM - 2:30 PM
Employment Readiness Workshop (ERW)		
Employment Readiness Workshop (ERW)	Tuesday	7:45 AM - 11:00 AM
Additional Resources	Wednesday	11:45 PM - 2:30 PM
Library Services		
Library Services	Monday-Friday	8:15 AM – 10:45 AM
Library Services	Monday-Friday	12:30 PM – 2:00 PM
Library Services	Tuesday/Thursday	7:00 PM – 9:00 PM

Western Correctional Institution (WCI)

13800 McMullen Highway, SW
Cumberland, Maryland 21502
(301) 729-7000
Opened 1996
Security Level: Maximum Adult Males
Average Daily Population: 1646
Student Capacity: 285

Class	Day	Hours of Operation
Academic Program		
Special Education	Tuesday-Thursday	7:30 AM - 10:30 AM
Special Education	Tuesday-Thursday	11:30 AM - 2:30 PM
Beginning Literacy	Monday-Friday	11:30 AM - 2:30 PM
Basic	Monday-Friday	7:30 AM - 10:30 AM
Intermediate Low	Monday-Friday	7:30 AM - 10:30 AM
Intermediate Low	Monday-Friday	11:30 AM - 2:30 PM
Intermediate High	Monday-Friday	7:30 AM - 10:30 AM
Intermediate High	Monday-Friday	11:30 AM - 2:30 PM
Adult Secondary Education Low	Monday-Friday	11:30 AM - 2:30 PM
Adult Secondary Education Low (Protective Custody)	Monday-Thursday	7:30 AM - 8:30 AM
Adult Secondary Education High	Monday-Friday	7:30 AM - 10:30 AM
OCCUPATIONAL PROGRAMS		
Facilities Maintenance	Monday - Friday	7:30 AM - 10:30 AM
Facilities Maintenance	Monday - Friday	11:30 AM - 2:30 PM
Graphic Arts/Desktop Publishing	Monday - Friday	7:30 AM - 10:30 AM
Graphic Arts/Desktop Publishing	Monday - Friday	11:30 AM - 2:30 PM
Plumbing	Monday - Friday	7:30 AM - 10:30 AM
Plumbing	Monday - Friday	11:30 AM - 2:30 PM
Welding	Monday - Friday	7:30 AM - 10:30 AM
Welding	Monday - Friday	11:30 AM - 2:30 PM
Woodworking and Cabinetry	Monday - Friday	7:30 AM - 10:30 AM
Woodworking and Cabinetry	Monday - Friday	11:30 AM - 2:30 PM
Transitional Programs		
Employment Readiness Workshop (ERW)	Monday-Friday	8:30 AM - 10:30 AM
Introduction to Computers	Monday-Friday	8:30 AM - 10:30 AM
Additional Resources		
Library Services	Monday-Friday	7:00 AM - 10:30 AM
Library Services	Monday-Friday	11:30 AM - 2:30 PM
Library Services (Protective Custody)	Wednesday	6:15 PM - 8:15 PM

MD LABOR EDUCATIONAL PROGRAMMING

Transition Enrollment Criteria: Within 24 months of release, all under 22 students receive a transition plan.

General Education/Academic Enrollment Criteria: Minimum of 18 months on sentence; if no HSD/GED, they must complete a minimum of 240 days and all IPs under 21 years of age are mandatory, in addition to IPs with an IEP/SPED.

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

	BCCC	CMCF	DRCF	ECI-A	ECI-E	ECI-W	JCI	MCI-H
General Education/Academic								
Academic	•	•	•	•	•	•	•	•
ESL					•	•		
Special Education	•				•	•	•	•
CTE/Occupational Programs								
Architectural CADD						•		
Automotive Collision, Repair and Restoration								
Automotive Maintenance and Technology						•		
Barber Stylist								
Building Maintenance								
Certified Peer Recovery Specialist			•		•	•	•	
Carpet and Fabric Care								
Commercial Roofing								
Diesel Technology								
Electrical Wiring								
Facilities Maintenance								
Graphic Arts and Design						•		
HVAC								
Hospitality Training								
Introduction to Microsoft Word and Excel								
Masonry					•			
Office Management I and II								
Office Technology					•			•
Plumbing								
Printing and Graphics								
Residential Carpentry					•			
Sheet Metal Fabrication								•
Small Engine Repair								
Warehouse/Distribution								
Welding								
Woodworking and Cabinetry								
Transitional								
Employment Readiness Workshop	•	•	•		•	•		•
Financial Literacy								
Health and Nutrition								
Introduction to Computers		•						•

	BCCC	CMCF	DRCF	ECI-A	ECI-E	ECI-W	JCI	MCI-H
Basic Keyboarding							•	•
Life Skills Re-Entry		•	•					
Parenting								
Personal Assessment and Career Exploration								
Success at Work								
Transition Planning	•		•		•	•		•
Workshop Participation		•	•	•	•	•		•
Library								
Library Services		•	•	•	•	•	•	•
Computer legal databases			•	•	•	•	•	•
Core Reference Collection			•	•	•	•	•	•
Popular Interest Collection		•	•	•	•	•	•	•
Re-entry Resource Databases		•	•	•	•	•	•	•
Career Center					•	•	•	•
Listening Station (Books on Tape)					•	•	•	•
Educational/ Transitional Videos					•	•	•	•
Special Programs					•	•	•	•

	MCI-J	MCI-W	MCTC	MTC	NBCI	OSTC	PATX	RCI	WCI
General Education/Academic									
Academic	•	•	•		•		•	•	•
ESL	•	•	•						
Special Education	•	•	•		•		•	•	•
CTE/Occupational Programs									
Architectural CADD									
Automotive Collision, Repair and Restoration			•						
Automotive Maintenance and Technology	•		•			•		•	
Barber Stylist		•				•		•	
Building Maintenance									
Certified Peer Recovery Specialist		•	•		•		•		
Carpet and Fabric Care									
Commercial Roofing						•			
Diesel Technology								•	
Electrical Wiring			•						
Facilities Maintenance									•
Graphic Arts and Design	•								•
HVAC						•			
Hospitality Training									
Introduction to Word and Excel			•				•		
Masonry			•					•	
Office Management I and II		•							
Office Technology	•	•	•			•		•	
Plumbing			•			•			•
Printing and Graphics						•			•
Residential Carpentry			•			•			
Sheet Metal Fabrication									
Small Engine Repair			•						

	MCI-J	MCI-W	MCTC	MTC	NBCI	OSTC	PATX	RCI	WCI
Warehouse/Distribution						●		●	
Welding									●
Woodworking and Cabinetry									●
Transitional									
Employment Readiness Workshop	●	●	●			●		●	●
Financial Literacy	●	●	●	●				●	
Health and Nutrition		●							
Introduction to Computers		●				●			●
Basic Keyboarding			●						
Life Skills Re-Entry		●	●						
Parenting		●	●						
Personal Assessment and Career Exploration		●	●						
Success at Work		●							
Transition Planning		●	●	●		●		●	
Workshop Participation	●	●				●		●	
Library									
Library Services	●	●	●	●	●		●	●	●
Computer legal databases	●	●	●		●		●	●	●
Core Reference Collection	●	●	●	●	●		●	●	●
Popular Interest Collection	●	●	●	●	●		●	●	●
Re-entry Resource Databases	●	●	●		●		●	●	●
Career Center	●	●	●				●		
Listening Station (Books on Tape)	●	●	●		●		●	●	●
Education/ transitional videos	●	●	●				●	●	●
Special Programs		●	●		●		●	●	