



VOCATIONAL TRAINING PLANNING BOARD

2023 Annual Report

June 2024

New Jersey Department of Corrections

New Jersey Department of Corrections **Vocational Training Planning Board**

In an effort to “enhance and supplement the current vocational programming available” within the New Jersey Department of Corrections (NJDOC), the Vocational Training Planning Board was established in 2016. New Jersey Revised Statutes Title 30 – Institutions and Agencies, Section 30:4-92.3 – Vocational Training Pilot Program provides that the planning board shall endeavor to (1) improve upon the facility’s most successful vocational programming offerings, (2) introduce new vocational programming offerings to incarcerated persons [inmates] of the facility, and (3) provide vocational programming which is consistent with actual post-release employment opportunities and reflects the State’s emerging industry and business workforce needs. In short, the purpose of the Board is to review and introduce new and emerging vocational program offerings that will provide viable skills, thereby enhancing the success of incarcerated individuals post-release.

The following will provide an overview of the current vocational programming offered within the NJDOC, as well as new vocational pilot programs launched through the Department’s Office of Educational Services, Providing Access to Community Employment (PACE) unit, and DEPTCOR.

Division of Programs and Reintegration Services¹

The Office of Educational Services (OES) is committed to providing a broad range of Career and Technical Education (CTE) programs that provide students with the necessary skills and knowledge to ultimately pursue a career pathway that meets at least two of the three following criteria, as established by the U.S. Department of Education (USDOE) via Perkins V legislation: 1) high-wage; 2) high-skill; and/or 3) high demand. CTE programs offered in NJDOC facilities include long-term programs such as Carpentry, Computer Literacy and Information Processing (CLIP), Cosmetology/Barbering, Electrician training, Horticulture/Landscaping, HVAC, Masonry, Plumbing, and Welding, as well as short-term training programs such as CPR/First Aid, Forklift Operator, OSHA10, ServSafe certification, and Traffic Control and Flagging.

Office of Educational Services (OES) strives to provide CTE programs that will allow students to earn industry-recognized credentials; for instance, all of the construction trades vocational programs offered in NJDOC facilities are accredited by the National Center for Construction Education and Research (NCCER) and students who complete these programs earn industry-recognized NCCER certifications. Our CPR/First Aid/AED training program leads to certification from the American Safety & Health Institute (ASHI), our culinary programs lead to ServSafe certification from the National Restaurant Association, and our OSHA training programs provide students with an opportunity to earn an OSHA certification card backed by the U.S. Department of Labor (USDOL). The United States Bureau of Labor Statistics projected that 43,700 forklift positions will be added over the next 20 years. Industries such as Transportation, Logistics and Distribution as well as Hospitality, Leisure and Retail trade, all list forklift certification as their top three certifications to possess.

Prioritizing programs that lead to employer-valued credentials, OES works to ensure the breadth and depth of CTE programming that can accommodate a diverse student population. In addition to the rigorous, long-term CTE programs, which may require participants to have previously obtained their high school credentials, OES has developed a menu of short-term programs that can be completed in a matter of days or weeks. These

¹ Office of Educational Services (OES) – Academic and Career Technical Education Units:

In an effort to expand and enhance oversight and resources in the area of CTE, beginning July 1, 2024, the Office of Education Services will be divided into two specific areas of leadership and creative strategic planning and implementation 1) Academic Services Unit and 2) Career Technical Educational Unit. Each unit of services will be managed by a Director to ensure appropriate leadership, increased facility tours and classroom observations, enhancement and expansion of services and provide hands-on oversight in each unit. Biannual performance evaluations and other reviews will examine the outcomes of the services provided by OES, resources, areas for expansion and/or enhancement, and publish monthly dashboard performance reports for the public.

courses (e.g. Forklift, OSHA and ServSafe) are designed to serve students who may lack the literacy or numeracy skills to enroll in the long-term CTE programs that come with academic prerequisites. To supplement CTE courses taught by certified instructors employed by NJDOC, OES has established partnerships with Middlesex County College to offer contracted vocational courses provided by these external agencies.

CTE On-Demand Program Implementation

The Office of Educational Services (OES) has obtained support from the Vocational Training Planning Board for the implementation of a *CTE On-Demand* program that will expand opportunities for the incarcerated population to gain technological literacy, increase the overall variety of CTE opportunities that can be offered within NJDOC facilities, while also bolstering students' intrinsic motivation by making learning more personally relevant.

The combined menu of 100+ Edmentum and Metrix Learning courses includes an extensive range of subject areas and industries that cater to the entire spectrum of student ability levels, e.g., from basic resume writing and "Workplace Skills" to advanced Project Management and Leadership training; from Personal Family Finance to training programs in Health, Nutrition and Wellness, from professional IT certifications like CompTIA A+ to accelerated Public Speaking courses and Intro to Supply Chain Logistics. This menu of opportunities can serve two critical sub-groups within the student population: 1) those who require beginner-level academic remediation and/or soft skills training to succeed in more targeted CTE courses, and 2) those who may already have postsecondary credentials and/or an established career but would still benefit from an opportunity for 21st-century professional growth to enhance their employability upon reentry.

Student candidates for this program will be administered a skills/interests assessment (NJ Career Assistance Navigator "NJCAN") before meeting with a CTE Lab Facilitator to review assessment results along with current education level, prior work experience, and individual goals. From there, the student will be advised to select an appropriate vocational course subject based on their individual skills, strengths, academic level, and career interests, and the student will work collaboratively with the CTE On-Demand Lab Facilitator to design an individualized program to accommodate the student's needs and scheduling preferences.

A secure Local Area Network will configure these CTE On-Demand labs with limited internet connectivity. They will be staffed by qualified IT Specialists (CTE Lab Facilitators) tasked with maintaining all hardware/software, troubleshooting as necessary, providing technical support to students, monitoring student progress, reporting back to OES Director of Career Technical Education and the OES Compliance, Integrity and Accountability Officer on program effectiveness, and supervising lab security always. Edna Mahan Correctional Facility (EMCF) and Northern State Prison (NSP) have been selected as the first locations to implement the Phase I pilot initiative.

NJDOC OES Current CTE Staff and Programs Statewide

In addition to the foregoing vocational program pilot offerings, the Department continues to provide robust vocational training in a variety of areas, as set forth in the below chart.

Facility	CTE Teachers	CTE Programs
ADTC	1	<ol style="list-style-type: none"> 1. Bloodborne Pathogens safety training 2. CPR/AED/First Aid 3. NCCER Green Technology 4. ServSafe Food Handler 5. Traffic Control and Flagging

BSP	2	<ol style="list-style-type: none"> 1. Bloodborne Pathogens safety training 2. CPR/AED/First Aid 3. Fire Extinguisher and Emergency Action Plan safety training 4. Forklift Operator training 5. Horticulture/Landscaping 6. Lockout-Tagout Electrical training 7. Personal Protective Equipment 8. ServSafe Manager 9. Traffic Control and Flagging
EJSP	0	<ol style="list-style-type: none"> 1. CPR/AED/First Aid 2. Small Engine Repair (provided by Middlesex County College approximately 4x per year) 3. Welding (provided by Middlesex County College approximately 4x per year)
EMCF	5	<ol style="list-style-type: none"> 1. Carpentry 2. Cosmetology 3. CPR/AED/First Aid 4. Horticulture/Landscaping 5. OSHA 10 and OSHA 30 6. ServSafe Food Handler 7. ServSafe Manager
GSYCF	8	<ol style="list-style-type: none"> 1. Cabinetry 2. Carpentry 3. Cosmetology 4. C-Tech Cabling 5. Drywall Installation 6. Forklift Operator 7. Horticulture/Landscaping 8. NCCER Green Technology 9. OSHA 10 and OSHA 30 10. ServSafe Food Handler 11. ServSafe Manager 12. Traffic Control and Flagging 13. Welding
NSP	1	<ol style="list-style-type: none"> 1. CPR/AED/First Aid 2. Electrical Trades 3. NCCER Green Technology 4. Traffic Control and Flagging 5. OSHA 10 and OSHA 30
SWSP	17	<ol style="list-style-type: none"> 1. Bloodborne Pathogens Safety Training 2. Carpentry 3. Computer Literacy and Information Processing (CLIP) 4. Cosmetology 5. CPR/AED/First Aid 6. Electrical Trades 7. Forklift Operator 8. Graphic Arts 9. Horticulture/Landscaping 10. HVAC 11. Lockout-Tagout Electrical training 12. Masonry 13. Personal Protective Equipment 14. NCCER Green Technology 15. ServSafe Manager 16. Small Engine Repair (provided by Middlesex County College approximately 4x per year) 17. Traffic Control and Flagging 18. Welding

NJDOC – CY2023 CTE Certifications

In calendar year 2023, the number of earned certifications through the CTE programs was 5,199.

Program Description	Certificates
CPR & First Aid	840
Forklift	652
Traffic Flagging	611
Bloodborne Pathogens	521
Green Technology	462
Elec Lockout Tag Out	300
Personal Protective Equip	292
Culinary ServSafeFoodHandlerCert	254
NCCER Core	239
Culinary ServSafe Manager Cert	173
OSHA 10	139
Electrical Trades	127
Fire Safety	127
Masonry	68
Building Trades	47
Graphic Arts	40
Small Engine Repair	39
Drywall Installation 1	32
Horticulture Level 1, 200+ hours	29
OSHA 30	26
PESTICIDE	26
Business Administration	22
Computer Lit. & Info. Processing	22
Welding	20
HVAC	18
Cosmetology	15
Horticulture	15
Horticulture Level 2, 300+ hours	11
Carpentry	7
Hort w/ Land OJT Level 3, 400+ hrs	7
NCCER Welding 1 (300+ hrs)	6
CTECH VoiceCom	4
Cabinet Making	2
CTECH COPPER	2
NCCER Welding 2 (300+ hrs)	2

CTECH FIBER	1
NCCER Welding 3 (300+ hrs)	1

Total	5199
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Each facility breakdown is as follows:

ADTC	406
BSP	1,526
EMCF	166
EJSP	120
GSCF	530
MSCF	330
NSP	674
SWSP	1,447

OES Additional Programs

In addition to a continuing robust offering of vocational programs, in 2023, the Department's Division of Programs and Reintegration Services continues to offer training through contract services.

Small Engine and Welding from Middlesex County College

In partnership with Middlesex County College, the NJDOC launched Small Engine Repair and Welding courses for the population at EJSP, and these courses have run continually throughout FY24 as planned. Throughout FY19-23, Small Engine Repair classes from Middlesex County College have been made available to the incarcerated populations at EJSP, GSCF, and SWSP. As of April 19, 2024, a total of 20 students have completed the Welding course at EJSP, and ten are currently enrolled; a total of 40 students have completed the Small Engine Repair course at EJSP, and ten are currently enrolled at SWSP. Plans are in place to continue this programming throughout FY25.

Automotive Technician Training

The Department has launched a study to examine the feasibility of offering an Automotive Technician Training program at a facility to be determined. A Request for Proposal in development.

Office of Community Engagement and Reintegration Initiatives (CERI)

Barista Training Program

The NJ Providing Access to Community Employment (NJPACE) program, under CERI, initiated the first Barista Training Program. The purpose of the program is to provide meaningful reentry and reintegration opportunities relevant to in-demand jobs that offer livable wages in partnership with community providers. The first cohort consists of five (5) incarcerated individuals who receive a nine (9) week training to learn the basics of being a barista under the instruction of the manager of a local community Starbucks. Incarcerated persons within 36 months from release are eligible to participate in the barista program. Through the efforts of this program, one student secured employment with Starbucks at release.

Digital Coding Basics Program

Through the NJ Locally Empowered, Accountable and Determined (NJLEAD) Initiative, the inaugural coding basics program was successfully implemented at GSCF in 2023, wherein through a simulator, participants created their own website and will be provided a thumb drive with the website upon release. The students graduated on March 12, 2024, and the next program cohort is anticipated to begin at GSCF in June 2024.

Bureau of State Use Industries (DEPTCOR)

The Bureau of State Use Industries (DEPTCOR), an agency within the State of New Jersey Department of Corrections (NJDOC), was established by an act of the New Jersey Legislature in 1918 to provide vocational job training and, upon release, future skilled employment for New Jersey State incarcerated persons (IPs).

DEPTCOR's mission is to provide training and marketable skills through the operation of a variety of manufacturing industries. This enables participating IPs to produce finished products that are top-quality and cost-effective, which can only be sold to State and local government agencies. N.J.S.A. 30:4-95 defines those public governmental entities that shall, and/or may, purchase from DEPTCOR, and include State, County, and local government agencies. Participants are voluntarily assigned to meaningful work situations that help them develop these useable skills and positive work habits. Through their positive development, IPs can better prepare themselves for post-release employment. DEPTCOR's industries throughout the state train over 700 incarcerated persons (IPs) per year. The DEPTCOR industries operate from a revolving fund, from which all operating expenses are paid, is self-supporting, and administered without appropriated funds.

The industries currently contained within the DEPTCOR program are located in the various correctional institutions statewide and comprise the following:

Auto Tag	Bakery	Clothing	Concrete
Food Distribution	Furniture Carpentry	Light Assembly	Mattress
Print	Shoe	Sign	Textiles
Warehousing	Wood Carpentry		

The DEPTCOR program results in:

- Enhanced skills training;
- Reduced incarcerated person idleness;
- Safer environment for NJDOC staff and IPs;
- Cost savings for the taxpayer;
- Job opportunities to those having received DEPTCOR training once released; and
- Reduced recidivism.

With 30,000 job openings in the manufacturing category in New Jersey, there is significant need for skilled employees and the Department and DEPTCOR aim to provide the population with marketable skills to fill these much-needed positions.



Pilot Program - EMCF Design Studio Overview

In partnership with the Department's Division of Women's Services, DEPTCOR and an institution of higher learning are developing a technology-based state-of-the-art, industrial/commercial textile/clothing design training program for the female incarcerated person (IP) population. This 'hands-on' industrial training and production facility has the ability to enable participants to develop creative and conceptual design skills and apply these skills to the textile and related industries at release. This concept is known as the **EMCF Design Studio**, a competitive, opt-in, industrial training experience, providing the opportunity to embrace life changing skills.

This is a very different approach to training within the DEPTCOR/NJDOC model. This will be a professional environment requiring significant interest from the IPs, a desire to learn, and the ability to collaborate with peers and staff. This training program will be an opportunity to embrace life-changing skills, gain knowledge of industrial business collaboration, and realize production output.

The instruction will be provided online via TEAMS to teach the curriculum/program. In addition, a full-time support staff person/graduate student will be placed by the awarded vendor on site to enhance and put into practical application the provided instruction.

The program's first focus is on IP clothing re-design, specifically for IPs at Edna Mahan Correctional Facility for Women (EMCF). DEPTCOR will use these skills to develop the textile product line to better serve our existing markets and the potential for short-run, custom clothing for State and local government partners (recreation programs, DPW, school shirts, etc.). This will have a number of benefits, including:

- Valuable and modern vocational design and technology skills for re-entry jobs;
- Additional jobs created at EMCF;
- Refresh of IP clothing at EMCF, which has not been done in decades;
- Provide an opportunity to revise fabric, feel, form, and function of clothing for the IPs at EMCF and other institution; and,
- Expanded DEPTCOR product line, thereby providing more industrial opportunity for additional participants.

Program Overview: The initial one-year program, will have 12 participants, (future capacity of up to maximum 20 participants may be requested). The participants will be selected through an internal vetting process to help determine commitment to the training program. As an investment is being made in their future, it is incumbent that the opportunity presented be important and life changing for the participant. The participants do not necessarily have to have skill in the textile industry but rather the desire to learn and collaborate with others. A background balance of creative, technical, and production-oriented people is preferred, encouraging collaboration in the knowledge base. The program is intended to scale over time to a maximum of (20) participants. It is intended to have a mix of mid- and longer-term sentence IP participants to achieve a level of 'train the trainer' status and allow longer-term participants to aid in training newer participants.

DEPTCOR/NJMEP Concept Overview

Upon the successful launch of the EMCF Design Studio, DEPTCOR will then pivot to a broader scope in our ability to train IPs for successful re-entry. Recognizing that in New Jersey alone, there are 30,000 manufacturing jobs unfilled, the DEPTCOR role of industrial/manufacturing skills training is more important than ever.

With the forward-thinking vision of administration, DEPTCOR is always striving to find "What's Next!" We think we have found the 'What's Next' in partnering with the NJMEP (New Jersey Manufacturing Extension Program). NJMEP committed that after the industrial training they are proposing, they can help place 100 IPs in meaningful manufacturing jobs earning up to \$65k/year w/benefits.

DEPTCOR is exploring and developing a 3-phase concept program that can be implemented in our shops:

Phase 1 - MSSC Training Certification

Manufacturing Skill Standards Council (MSSC) – 51 organization nationwide consortium.

MSSC is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling technicians.

Certified Production Technician (CPT) program with focus on four modules:

- Safety
- Quality Practices & Measurement
- Manufacturing Processes & Production
- Maintenance Awareness

The training is hands on in the shop or production area, within the facility.

Phase 2 - Specialty Training OSHA 10

Training in OSHA-10 (Occupational Safety and Health Administration).

OSHA 10-hour training teaches basic safety and health information to entry-level workers in industry. Entry-level workers with this credential have industry-specific knowledge and skills that help prevent injuries and keep workplaces safe and productive.

IPs can earn a Department of Labor (DOL) OSHA 10 card which is a common requirement for employment in industry/manufacturing.

Phase 3 - Transition & Support

Upon release NJMEP will prepare a 'program package' for each individual that contains:

- All certifications achieved
- US DOL OSHA-10 card
- All documents on a memory stick
- Availability for Microsoft Office training session for foundational computer literacy
- Resume Writing Aid – training to write their resume for future job applications with templates that IPs can use to list work experiences and skills for manufacturing/industrial jobs.
- Placement/Career Program – NJMEP will work with IPs and show all open jobs that are around living arrangements.

The number of IPs trained annually by DEPTCOR is 1,016, approximately 8% of the total IP population.

												Industrial	Grand
		<u>CO</u>	<u>Central</u> <u>WH</u>	<u>ADTC</u>	<u>BSP</u>	<u>EJSP</u> <u>(All</u> <u>Shops</u> <u>Closed)</u>	<u>EMCFW</u>	<u>GSYCF</u>	<u>NSP</u>	<u>SUI/Deptcor</u> <u>WH</u>	<u>SWSP</u>	<u>Total</u>	<u>Total</u>
	<u>Inmate</u>	-	-	-	-	-	-	-	-	-	-	-	-
	Authorized Positions	0	12	30	155	0	15	40	75	50	180	557	557
	Filled Positions	0	6	26	97	0	4	23	45	26	106	333	333
	Vacant Positions	0	6	4	58	0	11	17	30	24	74	224	224
	Cumulative IP's Trained Annually		41	30	325	0	18	60	108	76	358	1,016	1,016
							no 2nd shift						

- “Authorized Positions” line reflects the full capacity DEPTCOR has available for IPs to be trained in each institution.
 - “Filled Positions” reflects the actual number of IPs being trained at any given time. (Add approximately +20% for IP attrition/rotation annually)
5. “Vacant Positions” reflects the amount of open positions not filled with IPs due to the following reasons: (1) Daily Shop Closures, (2) CO Staffing Issues, (3) IP Work Requirements, (4) COVID Staffing Recovery and (5) Institutional Closures