



DEPARTMENT OF CORRECTIONS
STATE OF NEW HAMPSHIRE
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INTRA-DEPARTMENT MEMORANDUM
Office of the Commissioner

FROM: Helen E. Hanks
Commissioner

DATE: September 20, 2018

SUBJECT: Amendment to PPD 5.11 Earned Time
Credit Provisions - CORRECTED

OFFICE: Commissioner's Office

Phone: 271-5603

TO: All Staff and Persons Under Departmental
Control

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Effective immediately **PPD 5.11 Earned Time Credit Provisions** has been amended as indicated below.

Under Attachment 3

Eligible Programs 1. Vocational Programs and 3. Industrial Apprenticeships and pursuant to RSA 651-A:22

Eligible Programs

The following programs are eligible to receive earned time credits under this policy.

1. Vocational Programs will be defined as the following list of Corrections Special School District-Career and Technical Education Center programs and facilities:
 - a. Automotive Program (NHSPM)
 - b. Building Trades Program (NHSPM, Transitional Work Center)
 - c. Business Education Program (NHSPM, NHCFW)
 - d. Computer Education Program (NHSPM, NHCFW)
 - e. Culinary Arts Program (NHSPM, NHCFW)
 - f. Introduction to the Workforce Program (NHSPM, NHCFW)
 - g. Volunteer Hospice Training (NHSPM, NNHCF, NHCFW)
2. Mental/Behavioral Health and Substance Use Treatment
3. Industries Apprenticeships
 - a. Braille Transcriptionist (NHCFW) Requires successful completion of the Braille Transcriber's course and one year of work in the Braille Industries Program post certification.
 - b. Furniture Upholsterer (NHSPM, NNHCF) Requires successful completion of the Furniture Apprenticeship Program.
 - c. Printing Press Operator (NHSPM) Requires successful completion of the Printing Press Operator Apprenticeship Program.


Helen E. Hanks
Commissioner