

George Stone Technical College



Basic Recruit Training Program for Florida Correctional Officer Program Instructional Plan

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George Stone Technical College

Instructional Plan

Mission Statement

The mission of George Stone Technical College (GSTC) is to provide quality academic, career, and technical education opportunities for all learners through instruction that integrates rigor, relevance, and relationships.

Admission Requirements

Applicants must be at least 16 years of age and capable of meeting the academic, physical, and emotional demands of their chosen program. Admission is open to all individuals regardless of gender, age, race, color, religion, national origin, disability, or marital status in accordance with the school's nondiscrimination policy.

Admission Process:

1. Complete an online application at www.GeorgeStoneCollege.edu.
2. Take the basic skills assessment, if applicable.
3. Meet with a school counselor for advisement.
4. Provide documentation of Florida residency for tuition purposes.
5. Fulfill any program-specific entry requirements.

A high school diploma or GED® is not required for enrollment in most programs but is recommended prior to completion.

Basic Skills Assessment

All students entering a Career and Technical Education (CTE) program of 450 hours or more (except Law Enforcement) must take a state-mandated basic skills evaluation prior to enrollment, unless qualifying for an exemption.

Exemptions include:

- Associate's degree or higher
- Active duty U.S. military
- Standard Florida high school diploma (2007 or later)
- State-approved industry certification aligned to the program

Students not meeting required scores must participate in remediation and demonstrate progress prior to program completion.

Disability Accommodations

In order to receive disability accommodations, students must self-disclose the disability to the counseling staff during the admissions process and provide documentation that clearly shows evidence of a disability. A school counselor will schedule a meeting with the student and the instructor to discuss the documented disability and applicable accommodations. Accommodations are based on individual needs and designed to ensure equal access to instruction, assessments, and facilities. Accommodations received in postsecondary education may differ from those received in secondary education and are reasonable as they relate to the industry or field. GSTC provides waivers to students with disabilities as defined in Section 1004.02(6) of the Florida Statutes to meet the career basic skills grade levels required for completion of career and technical programs as described in rule 6A-10.040(2).

A student with a documented disability, who is enrolled for remediation through adult education, and has completed 90% of the competencies of a career and technical program of study with a cumulative grade point average of at least 80% or higher, may petition to receive a waiver for the basic skills exit exam after attempting to pass it on at least two occasions. Waiver requests are available from a school counselor.

Tuition and Fees

Tuition is established by the Florida Legislature and payable at the start of each enrollment period. All required tuition, lab, and registration fees must be paid prior to class attendance.

- Florida Residents pay in-state tuition rates.
- Non-residents pay out-of-state rates per state policy.
- Eligible high school and dual-enrolled students receive tuition waivers.

Attendance Policy

GSTC emphasizes attendance as critical for developing professionalism and achieving success. Students are expected to attend all scheduled hours and participate fully.

Key Guidelines:

- Absence of six (6) consecutive days results in withdrawal.
- Attendance below 83% triggers probation and possible withdrawal.
- Leave of absence (minimum 10 days) requires administrative approval.
- Attendance is measured by presence only; no excused/unexcused distinction.

Plan of Instructional Practices

Instruction includes lecture, demonstration, discussion, guided practice, simulation, cooperative education, and industry-based projects. Faculty adapt instruction to meet individual learning needs and employ competency-based strategies aligned with state frameworks.

Students use textbooks, digital tools, lab equipment, and simulation technologies reflecting current industry standards.

Evaluation and Grading

Evaluation is based on mastery of occupational competencies, participation, professionalism, and assessments.

Grading Scale:

A (90–100), B (80–89), C (70–79), D (60–69), F (Below 60)

A minimum grade of 70% and satisfactory progress are required to maintain enrollment and aid eligibility.

Work-Based Learning Activities

Work-based learning is an essential component of each program and bridges classroom instruction with real-world experience.

Examples include:

- In-school lab/shop projects
- Job shadowing with employers
- Cooperative education
- Externships or clinical rotations

Each activity follows a written instructional plan with objectives, competencies, and evaluation criteria.

Professional Conduct and Social Media

Students are expected to maintain professionalism, respect, and ethical behavior consistent with industry standards. Inappropriate use of social media, including the posting of confidential or offensive content, may result in disciplinary action or dismissal.

Certification and Completion

To receive a Certificate of Completion, students must:

1. Meet competencies per Florida Department of Education frameworks.
2. Satisfy attendance and grade requirements.
3. Fulfill all financial obligations.
4. Meet basic skills exit standards (if applicable).

Financial Aid

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More

information on the application process may be obtained in the Financial Aid Office. The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Florida Department of Education
Curriculum Framework

Program Title: Basic Recruit Training Program for Florida Correctional Officers
Program Type: Career Preparatory
Career Cluster: Law, Public Safety & Security

Career Certificate Program

Program Number	L100200
CIP Number	0743010213
Grade Level	30, 31
Program Length	445 Hours
Teacher Certification	Refer to the Program Structure section.
CTSO	N/A
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Contact the Florida Department of Law Enforcement for information regarding basic skills and the Criminal Justice Basic Abilities Examination.

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

The Criminal Justice Standards and Training Commission (CJSTC) has established basic recruit training programs to provide foundational knowledge for aspiring officers in the respective criminal justice disciplines. The Florida Basic Recruit Training Program: Corrections curriculum consists of two textbooks *Basic Recruit Training Program for Florida Correctional Officers, Volume 1* and *Florida Basic Recruit Training Program High Liability, Volume 2*) and their accompanying Instructor Guides.

In accordance with [Florida Statute 943.13](#) and [Florida Administrative Code 33-208.402](#), any person employed as a criminal justice officer in Florida must:

- Be at least 19 years of age for law enforcement and correctional probation.
- Be at least 18 years of age for corrections.

- Be a citizen of the United States.
- Have earned a high school graduate or equivalent (GED). (A bachelor’s degree is required for correctional probation officers).
- Have not been convicted of any felony or of any misdemeanor involving perjury or a false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
- Have not received a dishonorable discharge from any of the Armed Forces of the United States.
- Have good moral character as determined by a background investigation.
- Have been fingerprinted by the employing agency with prints processed by the FDLE and the FBI.
- Successfully passed a background investigation, to include drug testing.
- Have passed a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner.
- Completed an [Affidavit of Applicant form CJSTC-68](#).

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of one occupational completion point.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

This program is established for the purpose of providing job-related training to students that require certification, in accordance with Chapter 943, Florida Statutes (F.S.) and Chapter 11B-35, Florida Administrative Code (F.A.C.) as a full-time Correctional Officers.

The content includes, but is not limited to, knowledge of codes of ethics; laws, rules, and regulations; search and seizure; supervision, protection, care, custody, and control, or investigation, of inmates within a correctional institution.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	CJK0301	Introduction to Corrections	CORR OFF 7 G LAW ENF @7 7G	32 hours
	CJK0355	Legal for Correctional Officers		22 hours
	CJK0306	Communications for Correctional Officers		32 hours
	CJK0111	Interviewing and Report Writing in Corrections		16 hours
	CJK0327	Shift Management and Safety		20 hours
	CJK0321	Intake and Release		16 hours

OCP	Course Number	Course Title	Teacher Certification	Length
	CJK0324	Supervision in a Correctional Facility		32 hours
	CJK0326	Supervising Correctional Populations		25 hours
	CJK0336	Incidents and Emergencies in Correctional Facilities		20 hours
	CJK0031	First Aid for Criminal Justice Officers		40 hours
	CJK0040	Criminal Justice Firearms		80 hours
	CJK0051	Criminal Justice Defensive Tactics		80 hours
	CJK0340	Criminal Justice Officer Physical Fitness Training		30 hours

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

The Criminal Justice Standards & Training Commission (CJSTC) is responsible for establishing uniform minimum standards for the employment and training of full-time, part-time, and auxiliary law enforcement, and correctional and correctional probation officers and for establishing and maintaining officer training programs, curricula requirements, and certification of training schools and training school instructors.

For more information about the commission-approved curriculum for the *Basic Recruit Training Program for Florida Correctional Officers*, please email the FDLE Curriculum Section at Curriculum@fdle.state.fl.us.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

This program must be offered by a CJSTC certified training center in order for the successfully completing student to be eligible to take the state certification examination for CJSTC certification. A list of CJSTC certified training centers is available at <http://www.fdle.state.fl.us/CJSTC/Training-Resources/Training-Centers.aspx>.

This program may be offered in courses as long as 100% of minimum competencies are taught. Career and technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44, F.S.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.