CONFIDENTIAL

FILE ACCESS LOG

CONFIDENTIAL

STUDENT"S NAME ______________________________ **TDOC #** ______________

NAME	AGENCY	FILE REVIEWED	PURPOSE	DATE

(4)

TENNESSEE DEPARTMENT OF CORRECTIONS

ADULT EDUCATION CURRICULUM CHECK LIST WRITING TABE: A, D, M,

Name: _____ ID#: _____ Facility: WCFA Teacher: ___ Start: ___

SSN: _____ D.O.B. _____ Facility: _____ Teacher: _____ Start: ___

ABE / SK.#	SKILLS [CODE: PRE-TEST = PRE; POST-TEST = POST] MASTERY = 80%	CODE	DATE	SCORE	CODE	DATE	SCORE	CODE	DA
D,M,E	JOINING SENTENCES								
1	Alphabetize words.								
2	Study a word, use the dictionary, pronounce a word. Practice.								
3	Understand and recognize abbreviations; contractions.								
4	Understand syllabification; compound words.								
5	Comprehend root words, prefixes and suffixes.								
6	Memorize the basic spelling rules and apply in written language.								
D,M,E	SENTENCES								
7	ID the parts of a sentence: subject & predicate. Avoid sentence fragments.								
8	Differentiate between action and linking verbs.								
9	Finding subjects and verbs in special types of sentences: questions.								
10	Know and use the rules of writing sentences.								
11	ID compound subjects and verbs.								
12	Understand and ID nouns, plural nouns, and proper nouns.								
13	ID and form possessive nouns.								
14	Choose pronouns that agree with their antecedents, according to the way the nouns are used in the sentences, and that they clearly refer to the proper antecedent.								
D,M,E	VERBS								
15	ID and use simple tenses: present, past, and future.								
16	ID and use continuing tenses, present past, and future.								
17	ID and use perfect tenses: present, past, and future.								
18	Memorize the "Essential Irregular Verb" chart. Apply to written work.								
19	ID and use troublesome verb pairs.								
20	Use verb tenses consistently in a sentence (with clauses) or a passage.								
21	Understand and use basic subject-verb agreement; compound subjects; inverted word order.								
22	ID agreeing verbs with indefinite pronouns.								

TENNESSEE DEPARTMENT OF CORRECTIONS

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SSN: _____ D.O.B. _____ Facility: _____ Teacher: _____ Start: _____

TABE / SK.#	SKILLS [CODE: PRE-TEST = PRE; POST-TEST = POST] MASTERY = 80%	CODE	DATE	SCORE	CODE	DATE	SCORE	CODE	DA
A;D;M;E	JOINING SENTENCES								
23	ID and implement terms: compound sentences, clause, independent clause, and coordinating conjunction.								
24	Understand and avoid using run-on sentences.								
25	ID and implement terms: complex sentence, dependant clause, subordinating conjunctions.								
26	Revise sentences to be less wordy.								
A;D;M;E	ORGANIZATION OF PARAGRAPHS								
27	ID parts of a paragraph: topic sentence and supporting sentences.								
28	Revise paragraphs by dividing by main ideas, rearranging, sequencing, or deleting sentences, and by combining sentences.								
29	Use consistent tone and diction in writing.								
30	Connect related ideas, either sentences or paragraphs, with transition words.								
A;D;M;E	CHOOSING CORRECT LANGUAGE								
31	Use modifiers to describe nouns and verbs.								
32	ID modifying phrase/prepositional phrase in subject/predicate.								
33	Understand and avoid misplaced and dangling modifiers.								
34	Understand and use parallel structure in compound elements.								
35	Recognize negative words; avoid double negatives.								
36	Memorize and use appropriate homonyms; synonyms; antonyms.								
A;D;M;E	MECHANICS								
37	Capitalize the first letter of the first word in every sentence and all proper nouns.								
38	Use correct punctuation to make writing easier to read and understand. (end of sentence, commas, apostrophes, quotation marks, etc.)								
39	Capitalize and punctuate self-written business / friendly letters.								
40	Capitalize and punctuate writing activities in folder / journal.								
A;D;M;E	TEST TAKING STRATEGIES / WRITING SKILLS								
41-50	Write an effective essay.								

(4)

Registration of Training Modules

Form Title:
Core 9/28/18

Submission Status:
Pending Training Sponsor Review

Submission ID:
[redacted]

Training Sponsor (ATS):
State of Tennessee
Department of Correction

Training Facility (TU/ATU/ATEF):
Training Unit (TU) - Northwest
Correctional Complex

Instructor NCCER Card #:
20130017

Instructor's Name:
[redacted]

Completion Date:
02/15/2019

Trainee Name [redacted] | **NCCER Card #** [redacted] | **Release Form** Yes

Module Id	Module Name	Written Test	Perf Test
00101-15	Basic Safety (Construction Site Safety Orientation)	02/15/2019	02/15/2019
00102-15	Introduction to Construction Math	02/15/2019	
00103-15	Introduction to Hand Tools	02/15/2019	02/15/2019
00104-15	Introduction to Power Tools	02/15/2019	02/15/2019
00105-15	Introduction to Construction Drawings	02/15/2019	02/15/2019
00106-15	Introduction to Basic Rigging	02/15/2019	02/15/2019
00107-15	Basic Communication Skills	02/15/2019	02/15/2019
00108-15	Basic Employability Skills	02/15/2019	
00109-15	Introduction to Materials Handling	02/15/2019	02/15/2019

[redacted] | [redacted] | Yes

Module Id	Module Name	Written Test	Perf Test
00101-15	Basic Safety (Construction Site Safety Orientation)	02/15/2019	02/15/2019
00102-15	Introduction to Construction Math	02/15/2019	
00103-15	Introduction to Hand Tools	02/15/2019	02/15/2019
00104-15	Introduction to Power Tools	02/15/2019	02/15/2019
00105-15	Introduction to Construction Drawings	02/15/2019	02/15/2019
00106-15	Introduction to Basic Rigging	02/15/2019	02/15/2019
00107-15	Basic Communication Skills	02/15/2019	02/15/2019
00108-15	Basic Employability Skills	02/15/2019	
00109-15	Introduction to Materials Handling	02/15/2019	02/15/2019

[redacted] | [redacted] | Yes

Module Id	Module Name	Written Test	Perf Test
00101-15	Basic Safety (Construction Site Safety Orientation)	02/15/2019	02/15/2019
00102-15	Introduction to Construction Math	02/15/2019	
00103-15	Introduction to Hand Tools	02/15/2019	02/15/2019
00104-15	Introduction to Power Tools	02/15/2019	02/15/2019
00105-15	Introduction to Construction Drawings	02/15/2019	02/15/2019
00106-15	Introduction to Basic Rigging	02/15/2019	02/15/2019
00107-15	Basic Communication Skills	02/15/2019	02/15/2019
00108-15	Basic Employability Skills	02/15/2019	
00109-15	Introduction to Materials Handling	02/15/2019	02/15/2019

[redacted] | [redacted] | Yes

(5)

TN Corrections

SUMMARY OF MODULE COMPLE ON

[redacted]
Inmate/TOMIS #

[redacted]
Instructor

Core Curriculum 15' CRAFT / SUBJECT

Test Date	Craft / Subject	Module#	Module Description	Post / Performance Test Date	Test Score
5/25/2018	Core Curriculum 15'	00101-15	Basic Safety	PASS	100
6/4/2018	Core Curriculum 15'	00102-15	Introduction to Contruction Math	N/A	95
6/8/2018	Core Curriculum 15'	00103-15	Introduction to Hand Tools	PASS	96
6/14/2018	Core Curriculum 15'	00104-15	Introduction to Power Tools	PASS	100
6/22/2018	Core Curriculum 15'	00105-15	Introduction to Contruction Drawings	PASS	100
6/29/2018	Core Curriculum 15'	00106-15	Introduction to Basic Rigging	PASS	100
7/6/2018	Core Curriculum 15'	00107-15	Basic Communcation Skills	PASS	100
7/12/2018	Core Curriculum 15'	00108-15	Basic Employability Skills	N/A	100
7/25/2018	Core Curriculum 15'	00109-15	Introduction to Materials Handling	PASS	100

Reviewed Approved By [redacted]

Date 8-27-18

(6)

(9)

PERFORMANCE PROFILE SHEET (1 2)

NCCER TRAINING

Craft: **Core Curriculum: Introductory Craft Skills**

Module: **Module One, 00101-15**

Module Title: **Basic Safety (Construction Site Safety Orientation)**

TRAINEE NAME: [redacted]

TRAINING PROGRAM SPONSOR: Tennessee Department of Correction

INSTRUCTOR: [redacted]

Rating Levels: (1) Passed: performed task (2) Failed: did not perform task
Also, list the date the testing for each task was completed

Recognition When testing for the NCCER Training Program, be sure to record Performance testing results on the Registration of Training Modules Form, and submit the results to the Training Program Sponsor.

OBJECTIVE	TASK	RATING	DATE	START TIME	END TIME
10	Properly set up and climb/descend an extension ladder, demonstrating proper three-point contact	1	5/29/2018	07:30	14:30
2	Inspect the following PPE items and determine if they are safe to use:				
2	Eye protection	1	5/29/2018		
2	Hearing protection	1	5/29/2018		
2	Hard hat	1	5/29/2018		
2	Gloves	1	5/29/2018		
2	Fall arrest harnesses	1	5/29/2018		
2	Lanyards	1	5/29/2018		
2	Connecting devices	1	5/29/2018		
2	Approved footwear	1	5/29/2018		

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