

## Eligibility Criteria

- ❖ *Mental Health Level 3 or below*
- ❖ *No conviction of a Serious Violent Crime as defined by O.C.G.A. 17-10-6.1*
- ❖ *No conviction of additional crime(s) committed during current incarceration*
- ❖ *No ICE Detainer*



*“The past cannot be changed. The future is yet in your power.”*

Mary Pickford

**Can NOT have within the last 12 months:**

- ❖ *A High or Greater level Disciplinary Action/Report*
- ❖ *Refusal or disciplinary withdrawal from a program or treatment*

## Definition:

**Program and Treatment Completion Certificate:** An official printout issued to offenders under the rules and regulations of the Board of Corrections. The certificate shall symbolize an offender’s achievements towards successful reentry into society.

Georgia Department of Corrections		Transcript No:
Program and Treatment Completion Certificate	State Offices South Tift Campus 300 Patrol Road Forsyth, GA 31029	Prepared by: Facility Name: Street Address: City, State, Zip Phone #
Prepared For:		
Date Printed:		
High School Diploma or GED: Yes or No		
<b>Part I Needs Assessed Programs and Treatments Completed</b>		
Program Name	Program Name	Program Name
<b>Part II Needs Assessed Programs and Treatments Not Completed</b>		
Program Name	Status	Program Name
<b>Part III Academic Education Classes</b>		
Program Name	Status	
<b>Part IV Vocational and Work History</b>		
<b>Part V Personal Development and Special Programs</b>		
Activity Category	Activity Category	Activity Category
<small>This transcript is prepared in accordance with OCGA 42-2-52 (C) and is considered official only if it bears the signature of the Warden, Superintendent, or their designee.</small>	Signature Warden or Superintendent	<small>This official document is printed on secure document paper with the Department of Corrections watermark and does not require a notepad seal. The paper is white in color and a security statement appears when photocopied.</small>

## Georgia Department of Corrections

### Program and Treatment Completion Certificate



Your path to Reentry!

## What is on the Program and Treatment Completion Certificate?

**Part I: Needs Assessed Programs and Treatment Completed.** This section will list all assessed and referred mandated programs identified by a GDC approved assessment and completed by the offender.

**Part II: Needs Assessed Programs and Treatment Not completed.** Activities in this section have not been completed for one of the following reasons: Withdrawn from Program or Released Prior to Completion.

**Part III: Academic Education Classes.** Activities in this section reflect any academic educational programs completed or enrolled in during the current incarceration. Unless completed within a GDC facility all GED and/or High school information is self-reported. If an offender self-reported a GED and/or High School Diploma or higher education, this section will display it as Self-reported GED/High school diploma or any higher education. Otherwise, it will show any academic programs enrolled in by an offender during the current incarceration and show its current status as of date of certificate.

**Part IV: Vocational and Work History.** This section includes any job skills, work details, On-the-Job Training, Outside Employment, and Vocational Education participation. Vocational Education classes follow the Department of Technical and Adult Education outlines. Program availability differs depending on location.

**Part V: Personal Development and Special Programs.** This section includes programming completed by the offender which is beyond those required / identified through an assessment in which the offenders believe will enhance their overall development and reentry. Special programs include but are not limited to Veterans Dorm, Faith and Character Dorm, New Orleans Baptist Theological Seminary, and In-house Transitional Centers.

## How will it benefit your job search?



The Program and Treatment Completion Certificate can be a wonderful tool for explaining what positive steps you have taken to ensure a successful reentry. When you go to an interview, be sure to have your Program and Treatment Completion Certificate with you, along with any supporting documents. This will prepare you to initiate talking about your time in prison.

For example you could say, “Yes, I was in prison. My Program and Treatment Completion Certificate will show you the programs/work details I completed as well as the ones I participated in but did not complete.”

Then you will be able to show what positive changes you have made along with what new skills and work experiences you have earned. You now have the opportunity to explain how these accomplishments will make you a valuable addition to their business instead of a risk.

## Delivery and Issuance

- Program and Treatment Completion Certificate will be printed on approved stationery only.
- The offender will be provided an original Program and Treatment Completion Certificate along with all other release paperwork and items.
- Offenders may request copies of the Program and Treatment Certificate at any GDC facility. This copy can be printed on regular paper and notarized. The certificate copied on regular paper and notarized by any valid notary GDC personnel will be treated as a valid copy.
- All requests for duplicate Certificates utilizing the official paper must be made at Corrections Central Office in Forsyth, GA. Offender must pay fees, if applicable, prior to receiving the certificate.