

April 23, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-84
-------------------	---

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Electronic Health Record Specialist Certification Pilot Program

1. Purpose. To inform the Job Corps community of the Electronic Health Record Specialist (EHRS) Certification Pilot Program.
2. Background. The National Office of Job Corps has partnered with the National Healthcareer Association (NHA) to pilot a training and certification program for an Electronic Health Records Specialist (EHRS). The EHRS certification supports a growing demand for qualified electronic health record specialists, which is considered an emerging green job. The results of the year-long pilot will guide a National Office strategy on full implementation of the EHRS certification in Job Corps' career technical program offerings.

Technical training in EHRS will provide another career pathway for Job Corps graduates and positively impact the program by:

- Further advancing the Green Collar Training Initiative through the introduction of health care records processing using digital media;
- Offering a robust supplemental training option that builds upon existing curriculum; and
- Improving job placement and overall career advancement opportunities in selected health care trades based on the availability of a new, highly marketable certification.

3. **Certification.** As stated the NHA recently developed and released a certification for EHRS. Established in 1989, NHA has become one of the largest member organizations for allied healthcare, having certified more than 200,000 healthcare professionals. The NHA partners with over 1,300 educational institutions throughout the country in curriculum development, competency testing, and preparation for national healthcare-related certification exams. Job Corps was an active participant in the Advisory Board that assisted NHA in the development of the EHRS certification.

4. **Certification Pilot.** The proposed one-year pilot was launched in early April 2010 and will involve a total of approximately 505 full-time students at eight Job Corps centers. The pilot will target students currently enrolled in Office Administration, Clinical Medical Assistant, Medical Office Support, and Nurse Assistant/Home Health Aide. Students will be expected to complete 80 hours of classroom instruction (supplemental TAR) and 25 – 30 hours of practical experience prior to taking the EHRS certification exam.

The National Office has developed a Training Achievement Record (TAR), which will be introduced into the Center Information System (CIS) for the eight pilot sites only. The TAR is supplemental and supports the curriculum and training necessary to successfully achieve certification. The EHRS training (or TAR) is NOT considered a stand alone program.

The National Office has selected the following eight Job Corps centers to participate in the pilot.

Region	Job Corps Center(s)
Boston	Glenmont and Iroquois
Philadelphia	Keystone
Atlanta	Homestead
Chicago	Cleveland
Dallas	Quentin Burdick
San Francisco	Cascades and Sierra Nevada

Centers were selected based on the following criteria:

- Centers that offered career technical training in Clinical Medical Assistant, Medical Office Support, Nurse Assistant/Home Health Aide and Office Administration;
- Centers with a focus on health care and finance and business career pathways;
- Strong center program performance (completions and placement in health care and finance and business);
- Center’s proximity to health care jobs; and
- A mix of rural and urban center locations.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.
6. Inquiries. Inquires should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.t@dol.gov.