

May 23, 2013

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-57
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER ACADEMIC MANAGERS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: High School Equivalency Materials on the Job Corps Community Website

1. Purpose. To announce inclusion of High School Equivalency (HSE) testing information on the Job Corps Community website.

2. Background. Information on HSE testing is changing rapidly and will continue to develop until the release of new HSE assessments in January 2014. To provide a consolidated source of information for centers, the Office of Job Corps has established a “High School Equivalency” component of the Job Corps Community website’s “Academic Training” sub-site. With this HSE component, centers will be able to access updates on HSE testing on an on-going basis, and link directly to related resources.

3. The High School Equivalency component of the Job Corps Community website will include:

- HSE test information and links to the websites of the three tests – the 2014 GED, the TASC (Test Assessing Secondary Completion), the HiSET (High School Equivalency Test);
- Recent news about HSE testing and a calendar of events of major training opportunities, conferences and meetings;
- Professional development opportunities offered online through test providers and educational organizations;
- Curricula and other related resources to help students with test preparation;
- Job Corps webinar schedules and slides from webinar presentations;

- Policy updates including links to Job Corps Information Notices, U.S. Department of Labor Notices, and Job Corps PRH Change Notices;
- Updates on states' selections of high school equivalency tests;
- Frequently Asked Questions (FAQ) and answers.

4. Action. Center and operator personnel should access the HSE component of the Job Corps Community website by taking the following steps:

- Log on to the Job Corps Community website using your Citrix credentials and locate the navigation menu on the left of the Home Page.
- Click on the Academic Training menu item (under Career Development).
- Then click on the High School Equivalency link. (between Policy and Academic Web Links)

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

5. Expiration Date. Until superseded.

6. Inquiries. Questions about this Information Notice should be addressed to John Chowning at (202) 693-3102, chowning.john@dol.gov; or Lynne Fry at (202) 693-3101, fry.lynne@dol.gov.