

April 14, 2016

DIRECTIVES:	JOB CORPS INFORMATION NOTICE NO. 15-34
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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 OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Student Conduct System – New Effective Date for Policy and Requirements Handbook (PRH) Change Notice 15-09, and Mandatory Training

1. Purpose. To delay the effective date of the revised Student Conduct System, and notify the Job Corps system of mandatory training sessions.

2. Background. Ensuring a safe environment for students, staff, and centers is one of Job Corps' top priorities. In order to address concerns about inconsistencies in the implementation of its Student Conduct System, Job Corps issued PRH CN 15-09, "Policy and Requirements Handbook (PRH) Revision to Exhibit 3-1, Infractions Levels, Definitions, and Appropriate Center Actions, and Corresponding Chapter, Exhibit and Appendix Changes," February 4, 2016. The PRH Change Notice stated that the new policies would become effective May 2, 2016, and also provided that a series of Webinar training sessions would be held before the policy became effective.

3. Action. The effective date for the changes to the Student Conduct System in PRH CN 15-09 is now June 1, 2016. From June 1 until June 30, 2016, the Job Corps system is expected to implement the new policy, but will have the opportunity to request guidance and technical assistance while the Office of Job Corps refrains from citing policy noncompliance.

Save the date for the following training sessions:

- Training for regional staff will be the weeks of April 18, April 25, and May 2;
- Training for the Job Corps system will be the week of May 9;
- Training on changes in the Center Information System will be the week of May 16; and
- Frequently Asked Questions (FAQ) will be issued after all training is complete.

Additional information (specific dates and times the trainings will be held) on these is forthcoming. Addressees are to ensure this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be direct to Marcus Gray at (202) 693-3967, or Gray.Marcus@dol.gov.