



February 17, 2023

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 22-07

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

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Guidance regarding meeting High School Diploma requirements

1. Purpose. To provide additional options that are in alignment with systems launched by Department of Education for meeting existing High School Diploma partnership requirements.
2. Background. One of the statutory purposes of the Job Corps program is to provide education and training to its students so that they can obtain secondary education diplomas that can be used to meet specific career pathway goals, as specified in section 141 of the Workforce Innovation and Opportunity Act (WIOA) (*See* 29 U.S.C. § 3191(1)(A)). To ensure that the program is carrying out its statutory mandate, the National Office of Job Corps requires High School Diploma (HSD) programs to demonstrate adherence to two foundational principles:
 - A. **High School diploma partnership programs must meet standards for quality**, which include a proven instructional model, credentialed instructors, minimum standards-based coursework, participation requirements, and graduation requirements. To ensure this, Job Corps requires that “[c]enters must also ensure that all high school programs provided to students are recognized as public, private, charter, special purpose or other high schools by the states in which the programs are located” (Policy and Requirements Handbook (PRH) section 3.2 R5 b). Additionally, Job Corps established minimum coursework requirements that are aligned with those of the states for Outcome Measurement System credit (Program Instruction Notice (PIN) No. 17-08, “Required Program of Study for Job Corps High School Diploma Recipients”).

- B. High School diploma-granting institutions must participate in a systematic, ongoing monitoring process to maintain program quality.** To meet this requirement, Job Corps requires accreditation through Department of Education-approved regional accrediting bodies or similar state systems (PRH Appendix 302, “Guidelines for the Accreditation of Job Corps High School Programs”).

As a governmental workforce development program under the Department of Labor, the National Office of Job Corps acknowledges the expertise and established policies of the U.S. Department of Education. In 2015, with the passage and enactment of the Every Student Succeeds Act (ESSA), the Department of Education required State Education Agencies (SEA) to implement or revise an accountability system to ensure that schools are delivering a quality education to all students. These accountability systems articulate program quality and provide ongoing monitoring of performance.

HSD partnership programs fall into two main categories: public, which includes charter schools and private, which includes online schools that students can attend from multiple states. Private high schools that do not receive ESSA funds are not required to participate in the accountability systems implemented by the SEA of the state in which they are located; however, public high schools are required to participate in SEA-implemented accountability systems.

3. New Guidance regarding HSD Programs. HSD partnership programs can demonstrate alignment with the two foundational principles as follows:
- A. **To meet initial quality requirements,** all programs must continue to show alignment to PIN No. 17-08. Given that PIN No. 17-08 is based on state minimum requirements for diplomas, no further state recognition documentation will be required.
 - B. **To meet ongoing quality monitoring requirements,** what HSD programs must demonstrate will vary by program type.
 - i. Public schools (including charter schools) have already met the requirement of ongoing monitoring and cycles of improvement, and upon the release of this notice will no longer be required to submit documentation verifying accreditation. A hyperlink to the state accountability system implemented through ESSA will serve in lieu of documentation verifying accreditation.
 - a. Only those private schools that receive ESSA funds and are required to report into state accountability systems may also submit a hyperlink to the state accountability system in lieu of documentation verifying accreditation.
 - ii. All other private schools, including online private schools, must continue to submit documentation that they are accredited by one of the regional accrediting bodies (PRH Appendix 302).
 - a. Online schools will continue to also be required to submit documentation of Distance Education Accrediting Commission (DEAC) accreditation.
4. Expiration Date. Until superseded.

5. Inquiries. Questions about this notice should be sent to Andrea Sparks-Brown (sparksbrown.andrea@dol.gov and highschoolprograms@jobcorps.org)