

September 24, 2002

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 02-02

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

FROM: RICHARD C. TRIGG
 National Director
 Office of Job Corps

SUBJECT: Policy Changes to Support High School Diploma Initiative

1. Purpose. To revise and update policy requirements regarding student academic achievement and high school diploma attainment.

2. Background. In March 2002, the National Director of Job Corps hosted a High School Diploma Summit to articulate Job Corps' three-part strategy for increasing high school diploma attainment. The strategy includes:

- Working with state and local school systems to improve and expand existing high school diploma programs and to establish similar ones where appropriate;
- Establishing linkages with online high school programs; and
- Establishing credentialing and professional development opportunities for Job Corps instructors.

To assist centers in accomplishing these goals, the national director established the Task Force on High School Programs to develop tools and technical assistance and recommend national policies. The PRH changes contained in this Notice are the result of the Task Force's analysis of current policy requirements and, in keeping with the national director's mandates, are designed to ensure that:

- Students are provided information and counseling to accomplish academic goals;

- All centers offer educational opportunities that meet individual student needs;
- Adequate documentation is available to assess student academic needs;
- Center plans provide options and opportunities for students to achieve academic goals, both while in Job Corps and post-Job Corps; and
- Staff qualifications support student achievement of high school diplomas.

3. Explanation of Major Changes. Highlights of PRH changes, by chapter, are as follows:

a. PRH Chapter 1, Outreach/Admissions:

- Revise PRH 1.3, R3: Information to Applicants - requires admissions counselors to discuss educational opportunities provided on center
- Revise PRH 1.6, R2.d: Enrollment Readiness - requires OA counselors to assist applicants in assembling high school transcripts prior to arrival on center

b. PRH Chapter 2, Career Preparation Period:

- Revise PRH 2.3, R1.a: Student Assessment - requires assessment of students' prior academic achievement when designing individualized career development services
- Revise PRH 2.5, P3 and Quality Indicator(s) Q1: Student Career Planning - to assist students in choosing academic pathways and vocational training that are suited to their specific needs

c. PRH Chapter 3, Career Development Period:

- Revise PRH 3.1, R1.c.3(j): Center Plan - requires centers to provide students with options for achieving a high school diploma
- Revise PRH 3.11, P1. R1: language deleted and replaced with new language. High School Diploma and GED Certificate - requires centers to provide both options to students. Establishes minimum standards for high school programs: R2: new language added. Quality Indicator(s) Q1: language revised.
 - Accredited by recognized accrediting body; and
 - Diploma meets standards acceptable to the military and post-secondary institutions.

- Revise PRH 3.16: Information Technology, Quality Indicator Q1 - includes statement that students will be able to use computers to access online learning opportunities
- d. PRH Chapter 4, Career Transition Period:
- Revise PRH 4.1, R1.c.3.(i) Career Transition Services Plan - requires centers to assist students in identifying post-secondary educational opportunities
- e. PRH Chapter 5, Management:
- Revise PRH 5.2, Personnel, to:
 - R4.b.1 - Require a professional development plan for staff who do not meet minimum qualifications
 - R4.c - Prohibit the granting of a waiver that would negatively impact a center's ability to obtain accreditation or produce high school graduates
 - R6 - Ensure contractor performance appraisal systems mirror PRH minimum staff qualifications and training requirements
 - Revise PRH 5.3, R1. item c: Staff Training - requires a professional development plan for all staff on waivers
 - Revise Exhibit 5.4, pages 2 and 3: Required Staff Training - includes minimum requirements for instructor professional development

4. Filing Instructions.

REMOVE FROM PRH	REPLACE WITH
PRH Table of Contents, dated July 1, 2001	PRH Table of Contents, dated October 1, 2002
Section 1.3, dated July 1, 2001	Section 1.3, dated October 1, 2002
Section 1.6, dated July 1, 2001	Section 1.6, dated October 1, 2002
Section 2.3, dated July 1, 2001	Section 2.3, dated October 1, 2002
Section 2.5, dated July 1, 2001	Section 2.5, dated October 1, 2002
Chapter 3 Table of Contents, dated July 1, 2001	Chapter 3 Table of Contents, dated October 1, 2002
Section 3.1, dated July 1, 2001	Section 3.1, dated October 1, 2002
Section 3.11, dated July 1, 2001	Section 3.11, dated October 1, 2002
Section 3.16, dated July 1, 2001	Section 3.16, dated October 1, 2002
Chapter 4 Table of Contents, dated July 1, 2001	Chapter 4 Table of Contents, dated October 1, 2002

REMOVE FROM PRH	REPLACE WITH
Section 4.1, dated July 1, 2001	Section 4.1, dated October 1, 2002
Section 5.2, dated July 1, 2001	Section 5.2, dated October 1, 2002
Section 5.3, dated July 1, 2001	Section 5.3, dated October 1, 2002
Section 5.4, dated July 1, 2001	Section 5.4, dated October 1, 2002
Exhibit 5-4, dated July 1, 2001	Exhibit 5-4, dated October 1, 2002

5. Effective Date. October 1, 2002.

6. Action Required. Addressees are to ensure that a copy of this PRH Change Notice is distributed to appropriate staff.

7. Inquiries. Direct any inquiries to Marcus Gray at (202) 693-3092, or email to mgray@doleta.gov.

Attachments:

- A – PRH Table of Contents
- B – Section 1.3, Information to Applicants
- C – Section 1.6, Enrollment Readiness
- D – Section 2.3, Student Assessment
- E – Section 2.5, Student Career Planning
- F – Chapter 3 Table of Contents
- G – Section 3.1, Center Plan
- H – Section 3.11, High School Diploma and GED Certificate
- I – Section 3.16, Information Technology
- J – Chapter 4 Table of Contents
- K – Section 4.1, Career Transition Services Plan
- L – Section 5.2, Personnel
- M – Section 5.3, Staff Training
- N – Exhibit 5-4, Required Staff Training