

November 4, 2004

<b>DIRECTIVE:</b> JOB CORPS PRH CHANGE NOTICE NO. 04-07
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**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:**                GRACE A. KILBANE  
                          National Director  
                          Office of Job Corps

**SUBJECT:**            PRH Chapters 1, 2, and 3: Changes to Support High School Diploma Programs and Clarify Requirements for General Educational Development (GED) Test Score Recording

1.    Purpose. To revise and update current policy requirements regarding student high school programs, and to clarify requirements for recording GED test scores in Computer Information System (CIS).

2.    Background. In October 2002, changes were made to the Policy and Requirements Handbook (PRH), to establish new criteria for Job Corps' high school programs. Based on centers' experiences with high school programs, the National Office is implementing policy clarifications and changes outlined in this PRH Change Notice. These policy clarifications and changes address three primary areas:

- a.    obtaining academic records from applicants' previous high schools;
- b.    establishing acceptable high school programs; and,
- c.    maintaining copies of students' high school transcripts and diplomas earned on center in the students' Job Corps files.

In addition, requirements have been added regarding the uniform reporting of GED scores in CIS. Please note that proposed changes in the Reading and Math sections of the PRH (3.8 and 3.10R2a), circulated for comments in June and July of 2004, have been removed pending further study to assure that these are aligned with literacy and numeracy gains requirements.

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

a. PRH Chapter 1, Outreach/Admissions:

- (1) Add PRH 1.6, R2.d – Enrollment Readiness, to specify that Admissions Counselors (ACs) shall ensure that contact has been made with the last school the applicant attended, and that a request has been made for official high school records to be delivered to the Job Corps center. At a minimum, these records should include an official transcript in a sealed envelope (with the school’s seal affixed), and an Individual Education Plan (IEP), if applicable. Prior to enrolling the applicant, the AC shall ensure that the center has received either the above-mentioned documents, or documentation of the official request, with contact information for the school from which the records have been requested.
- (2) Revise Exhibit 1-1 – Eligibility Criteria, E. Education/Training/Family Needs. Under the heading “Documentation Requirements All Applicants” include “or Request for Records.”
- (3) Add Exhibit 1-5, which displays a standard form that Outreach and Admissions (OA) office staff can use to request transcripts and official records from applicants’ former high schools.

b. PRH Chapter 2, Career Preparation Period:

- (1) Add PRH 2.1, R1.c.2c – Center Career Preparation Plan, Organization to include detailed descriptions of how staff will coordinate with (OA) staff to ensure school records are obtained before or during the Career Preparation Period on the center.

c. PRH Chapter 3, Career Development Period:

- (1) This Chapter has been replaced in its entirety due to pagination changes. Specifically, add PRH 3.1, R1.c.5, to specify that centers will submit documentation of accreditation of high school programs with their center’s Career Development Plans.
- (2) Revise PRH 3.11, R1.a – High School Diploma and GED Certificate, to clarify that a “recognized” accrediting body is either a State Department of Education, the General Council of Education of the Commonwealth of Puerto Rico, or is one recognized by the U.S. Department of Education for the accreditation of secondary school programs as listed in the new Appendix 304.

- (3) Delete PRH 3.11, R1.b. Current language regarding acceptability to post-secondary educational institutions and the military is redundant of language in PRH 3.11, R1.a. If a high school program receives accreditation from the recognized bodies identified in PRH 3.11, R1.a and Appendix 304, a diploma from that program will be generally acceptable to post-secondary educational institutions. The diploma will also be acceptable for enlistment into the military, **in addition to other requirements specific to each branch of the military**, which continually change as the needs of the military change. Centers will need to work directly with their local recruiting offices to determine current requirements.
  - (4) Revise PRH 3.11, R3 – Reporting/Documentation/Record Keeping, to specify that all GED test scores will be documented in CIS as a record that written confirmation has been received by the center from the testing site. Furthermore, copies of students’ high school diplomas and final transcripts earned, while on center, will be kept in their official Job Corps files.
- d. Appendix 304, which lists recognized accrediting bodies for high school programs, is also being added to the PRH.

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 1, Table of Contents, dated May 3, 2004	Chapter 1, Table of Contents, dated November 15, 2004
Chapter 1, Section 1.6, dated October 1, 2002	Chapter 1, Section 1.6, dated November 15, 2004
Chapter 1, Exhibit 1-1 dated May 3, 2004	Chapter 1, Exhibit 1-1, dated November 15, 2004
None	Chapter 1, Exhibit 1-5, dated November 15, 2004
Chapter 2, Table of Contents dated July 1, 2001	Chapter 2, Table of Contents dated November 15, 2004
Chapter 2, Section 2.1 dated July 1, 2001	Chapter 2, Section 2.1 dated November 15, 2004
Chapter 3, Table of Contents, dated July 1, 2004	Chapter 3, Table of Contents dated November 15, 2004
Chapter 3, dated July 1, 2004	Chapter 3, dated November 15, 2004
None	Chapter 3, Appendix 304, dated November 15, 2004

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

6. Effective Date. November 15, 2004

7. Inquiries. Inquiries should be directed to Lynne Fry (202) 693-3101, or emailed to [fry.lynne@dol.gov](mailto:fry.lynne@dol.gov).

#### Attachments

A – Chapter 1, Table of Contents

B – Chapter 1, Section, 1.6

C – Chapter 1, Exhibit 1-1

D – Chapter 1, Exhibit 1-5

E – Chapter 2, Table of Contents

F – Chapter 2, Section 2.1

G – Chapter 3, Table of Contents

H – Chapter 3, Text

I – Chapter 3, Appendix 304