

August 14, 2006

<b>DIRECTIVE:</b> <b>JOB CORPS PRH CHANGE NOTICE NO. 06-02</b>
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**TO:**               ALL JOB CORPS NATIONAL OFFICE STAFF  
                      ALL JOB CORPS REGIONAL DIRECTORS  
                      ALL JOB CORPS CENTER OPERATORS  
                      ALL JOB CORPS CENTER DIRECTORS  
                      ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                      ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**           ESTHER R. JOHNSON  
                      National Director  
                      Office of Job Corps

**SUBJECT:**       PRH Chapter 1, Section 1.1, Outreach  
                      PRH Chapter 2, Section 2.1, Center Plan  
                      PRH Chapter 2, Section 2.4, Personal Counseling  
                      PRH Chapter 3, Table of Contents  
                      PRH Chapter 3, Section 3.1 Center Plan  
                      PRH Chapter 3, Section 3.6, Center-based Learning Standards  
                      PRH Chapter 3, Section 3.12, English as a Second Language (ESL)  
                      PRH Appendix 501a, Policies and Procedures for Job Corps PY 2006 –  
                      Center Outcome Measurement System and Center Quality Assessment

1.     Purpose. To change the terminology and requirements for Outreach and Admissions (OA) service providers and center operators regarding the provision of services to students who are English Language Learners (ELL).

2.     Background. Title VI of the Civil Rights Act and Executive Order 13166 requires all federal programs to provide language assistance to program participants with limited English proficiency. Job Corps has traditionally met this requirement by assigning ELL applicants to specific English as a Second Language (ESL) Job Corps centers where services are in place to meet the needs of these students. This has worked reasonably well; however, ELL students assigned to the ESL centers have been limited to the career technical training (CTT) programs offered at these centers. In order to broaden the CTT program choices available to ELL students,

and thus provide equal training opportunities for these students, all Job Corps centers will now be required to have a plan to serve ELL students assigned to their centers. Centers will also be required to assign an ELL Coordinator who will be tasked with the oversight and monitoring of ELL programs and services, which should be described in the center's Career Development Plan.

In addition, the term English Language Learner (ELL) replaces all references to the term Limited English Proficiency (LEP) to avoid the focus on deficiency embedded in the term and to be consistent with current usage in the educational community.

Finally, all OA service providers are being required to include ELL populations in their outreach plans and meet the language needs of these applicants during the admissions process.

A variety of resources and training materials are being made available on the Job Corps Career Development Resource Center (JCCDRC) Web site <http://jccdrc.jobcorps.gov/ELL> to assist OA providers and center operators in meeting these new requirements. In addition, the National Office of Job Corps will provide online training and technical assistance to OA providers and center staff in the content and use of these resources.

3. Explanation of Changes. Highlights of Policy and Requirements Handbook (PRH) changes are as follows:

- a. PRH Chapter 1, Outreach and Admissions — Section 1.1 Outreach
  - (1) Add c4 to R1 Outreach/Public Education Plan to include a description of the public education and outreach methods, activities, events, and linkages that will be developed to reach potential ELL applicants.
  - (2) Add i to R1 Outreach/Public Education Plan. This requires an ELL Readiness Plan that outlines the steps that will be taken to meet the needs of ELL applicants.
- b. PRH Chapter 2, Career Preparation Period — Section 2.1 Center Plan
  - (1) Change R1 c10 to replace the reference to “Limited English Proficiency (LEP)” with “English Language Learner (ELL)”.
- c. PRH Chapter 2, Career Preparation Period — Section 2.4 Personal Counseling
  - (1) Change R2e to replace the reference to “limited English proficiency (LEP)” with English Language Learner.
- d. PRH Chapter 3, Table of Contents
  - (1) Update titles of Section 3.12 R1 and R3
- e. PRH Chapter 3, Career Development Period — Section 3.1 Center Plan

- (1) Add c2(e) to R1 which requires centers to include a description of programs and services for ELL students.
- f. PRH Chapter 3, Career Development Period — Section 3.6 Center-Based Learning Standards
- (1) Change R2 Curriculum Content Areas and Competencies to delete the reference to “designated centers only” for the ESL content area.
- g. PRH Chapter 3, Career Development Period — Section 3.12 English as a Second Language (ESL)
- (1) Replace all references to students with “Limited English Proficiency (LEP)” with “English Language Learner (ELL).”
  - (2) Add c to R1 Center Requirements, which requires centers to assign an ELL Coordinator to oversee and monitor programs for ELL students.
  - (3) Replace all references to “ESL centers” with “all Job Corps centers.”
  - (4) Change R2 English Language Skills to indicate the requirement for centers to develop the capability to provide instruction and training to ELL students and to describe that capability in their Career Development Plan.
  - (5) Change R3 Special Support for ELL Students to indicate the emphasis that centers shall provide in ensuring that ELL students develop competencies to meet Career Success Standards.
  - (6) Change R4 Reporting/Documentation/Record Keeping to require documentation of test results and progress of ELL students on the Personal Career Development Plan (PCDP) and other applicable modules of the Center Information System (CIS).
- h. PRH Appendix 501a, Policies and Procedures for Job Corps PY 2006 — Center Outcome Measurement System and Center Quality Assessment
- (1) Change Section I, C3 and C4 to replace the reference to the HSD and ELL Initiatives with programs such as GED, HSD and English as a Second Language (ESL).
4. Action Required. Addressees are to ensure that a copy of this Change Notice is distributed to appropriate staff.

5. Filing Instructions.

<b>REMOVE FROM PRH</b>	<b>INSERT</b>
Chapter 1, Section 1.1, dated February 6, 2006	Chapter 1, Section 1.1 dated August 15, 2006
Chapter 2, Section 2.1, dated May 12, 2006	Chapter 2, Section 2.1, dated August 15, 2006
Chapter 2, Section 2.4, dated May 12, 2006	Chapter 2, Section 2.4, dated August 15, 2006
Chapter 3, Table of Contents, dated June 12, 2006	Chapter 3, Table of Contents, dated August 15, 2006
Chapter 3, Section 3.1, dated May 12, 2006	Chapter 3, Section 3.1, dated August 15, 2006
Chapter 3, Section 3.6, dated May 12, 2006	Chapter 3, Section 3.6, dated August 15, 2006
Chapter 3, Section 3.12, dated May 12, 2006	Chapter 3, Section 3.12, dated August 15, 2006
Chapter 5, Appendix 501a, dated July 1, 2006	Chapter 5, Appendix 501a, dated August 15, 2006

6. Effective Date. August 15, 2006.

7. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101, or e-mail [fry.lynne@dol.gov](mailto:fry.lynne@dol.gov); or Curtis Massey at (202) 693-3096, or e-mail [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov).

Attachments

- A – Chapter 1, Section 1.1
- B – Chapter 2, Section 2.1
- C – Chapter 2, Section 2.4
- D – Chapter 3, Table of Contents
- E – Chapter 3, Section 3.1
- F – Chapter 3, Section 3.6
- G – Chapter 3, Section 3.12
- H – Chapter 5, Appendix 501a