

March 19, 2007

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 06-08
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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: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 2: Section 2.8, Personal Development Skills, Driver Education

1. Purpose. To clarify center responsibility regarding driver's license attainment for Job Corps students.

2. Background. In addition to the development of strong academic and social skills, and the mastery of relevant career training, attainment of a driver's license is often cited as one of the top five indicators for career success. Especially in rural areas, where reliable and convenient public transportation may be scarce, a driver's license provides young persons with one of the tools necessary to travel to work. Current policy, as stated in the Policy and Requirements Handbook (PRH) Section 2.8, requires centers to enroll students who do not possess a driver's license in driver education during the Career Preparation Period. The change outlined below also requires center staff to identify, discuss with Job Corps students, and initiate the steps necessary for driver's license attainment during this period. This requirement will enable the staff and students to immediately address circumstances that may prevent the student from attaining a driver's license, such as outstanding fines. Further, as with all such actions, these will be entered into the student's Personal Career Development Plan (PCDP).

3. Explanation of Changes. Changes to PRH Section 2.8 are as follows:

- a. Change the title of R2. "Driver Education" to "Driver Education and License Attainment."

b. Add new R2.a. to clarify the center operator's responsibility to review with students all steps necessary for ensuring license attainment. This responsibility includes identifying action items necessary for driver's license attainment such as payment of outstanding fines. The language of new R2.a. is as follows:

Review with each student who does not already possess a license the steps necessary to attain a license; and document these steps in the student's PCDP folder.

Add new b and c to further clarify centers' responsibility in assisting students to obtain a driver's license.

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 2, Table of Contents, dated May 12, 2006	Chapter 2, Table of Contents, dated March 20, 2007
Chapter 2, Section 2.8, dated May 12, 2006	Chapter 2, Section 2.8, dated March 20, 2007

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

6. Effective Date. March 20, 2007

7. Inquiries. Inquiries should be directed to Yolanda Logan at (202) 693-3124 or logan.yolanda@dol.gov; or Marcus Gray at (202) 693-3967 or gray.marcus@dol.gov.

Attachments:

A – Chapter 2, Table of Contents

B – Chapter 2, Section 2.8