

July 11, 2008

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-02
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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 3, Section 3.8: Work-based Learning and Section 3.14:
Concurrent Training

1. Purpose. To revise Job Corps' concurrent training policy as it relates to Advanced Career Technical (ACT) programs and remedial courses, and to clarify the work-based learning (WBL) policy.
2. Background. In recent months, Job Corps staff have posed questions about ACT programs and the use of student-based resources such as Pell Grants and student loans to pay for courses. The revised policy outlines acceptable uses of federal student aid and more clearly defines entry requirements for ACT programs.

According to Job Corps policy, students must master the competencies in the curriculum content areas outlined in Policy and Requirements Handbook (PRH) Chapter 3, Section 3.6, Center-Based Learning Standards (detailed in other sections of Chapter 3) before they can be accepted into an ACT program. The center-based learning standards, along with the skills outlined for a student's career technical training program, are the core of the student's education and training experience in Job Corps, and centers are responsible for providing training in specified content areas and competencies.

Student-based resources such as federal student aid and student loans should not be used for training that Job Corps centers are contractually responsible for providing, such as center-based instruction, off-center training, or advanced training. Student-based resources are intended to assist students in pursuing advanced education and training that leads to an associate's or higher degree, and Job Corps centers need to ensure that these resources are used accordingly.

Questions have also arisen about the length of WBL. Job Corps policy states that students must complete a minimum of 12 weeks or the equivalent of 360 hours of WBL, which must be met through multiple assignments that progressively vary in duration and complexity. Home-based WBL assignments are still limited to a maximum of 6 weeks, which the Regional Offices, at their discretion, may extend.

3. Explanation of Changes. Changes to Chapter 3 are as follows:
 - a. Revised Section 3.8, R1.c.2 to clarify the 6-week limit to home-based WBL, as specified in Exhibit 6-1, with the option of submitting a request in writing to the Regional Office for approval of an extension **not to exceed another 6 weeks**.
 - b. Revised Section 3.8, R7 to include the required documentation/record keeping of regional waivers to the 6-week limit on home-based WBL.
 - c. Inserted a new Section 3.14, R1.i to specify requirements regarding the appropriate uses of federal student aid for Advanced Career Technical (ACT) programs. (Relettered the old *i* and *j* to be new *j* and *k*.)
 - d. Revised Section 3.14, R3.c.3 to further define ACT entry requirements. Students must qualify on college placement test(s) without need for remedial studies prior to enrollment in ACT programs. All necessary remedial coursework related to center-based learning standards must be completed before admittance into the ACT program.
 - e. Where it appeared, replaced the term “vocation” or “vocational” with “career technical” in accordance with current usage.
4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. July 14, 2008
6. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102, or chowning.john@dol.gov.

Attachment

PRH Chapter 3