

September 4, 2008

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-04
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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 4, Exhibits 4-1 and 4-2: Crediting for Online  
College/University Placements

1. Purpose. To provide clarification in Exhibit 4-1 (Placement Definitions) and Exhibit 4-2 (Placement Verification and Documentation Requirements) regarding placement credit on the center, Career Transition Services (CTS), and Career Technical Training (CTT) Report Cards for students who are enrolled in an accredited online college/university.

2. Background. The National Office of Job Corps recently received an inquiry regarding the validity of online college/university placements for the purposes of crediting on the initial placement and post-placement measures on the relevant Report Cards. This Change Notice provides clarification regarding crediting for such situations in accordance with existing crediting stipulations in Policy and Requirements Handbook (PRH) Appendix 501, and updates PRH Exhibits 4-1 and 4-2 to include criteria for online college/university placements.

3. Explanation of Changes. Exhibits 4-1 and 4-2 have been updated to include language regarding online college/university placements. The following guidelines were considered in these revisions:

a. Initial Placement

Enrollment in an online college/university is considered a **valid** placement if the institution is a 2- or 4-year college/university that offers, at a minimum, an associate's degree, and is accredited by an agency recognized by the U.S. Department of Education as an accrediting agency for distance education. For a

full-time educational placement, the student must be registered for no less than 9 credit hours per quarter or semester; for a combination job/college placement, the student must be registered for no less than 6 credit hours per quarter or semester and be employed for a minimum of 16 hours.

Please note: If a placement for an online college/university is marked as **questionable** based upon the 13-week survey results (which would occur if the survey respondent's answer does not match the information provided to the surveyor as reported on form ETA 678), then an educational verification that meets the criteria specified in PRH Exhibit 4-2 must be submitted to the Regional Office for processing within 30 days of notification of the questionable placement; based on the information submitted, the Regional Office will make a final determination of whether credit should be granted.

b. Post-Placement

As with the initial placement, an online college/university placement reported on the 6- and 12-month surveys is considered **valid** if the university is accredited by an agency recognized by the U.S. Department of Education as an accrediting agency for distance education and the placement meets the educational placement criteria specified in PRH Exhibit 4-1. If a placement for an online college/university is marked as **negative** based upon the 6- and 12-month survey results (which would occur if the survey respondent's answer does not match the criteria specified in PRH Exhibit 4-1), then a survey data appeal must be submitted that includes an educational verification that meets the criteria specified in PRH Exhibit 4-2. This appeal must be submitted to the National Office within 90 days of the survey date; based on the information submitted, the National Office will make a final determination of whether credit should be granted.

Note: The following links may be used as references for accredited online colleges/universities recognized by the U.S. Department of Education:  
<http://ope.ed.gov/accreditation/Search.asp> and  
<http://oedb.org/accreditation-agencies>.

4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. September 8, 2008
6. Inquiries. Inquiries should be directed to Yolanda Logan at (202) 693-3144 or [logan.yolanda@dol.gov](mailto:logan.yolanda@dol.gov).

Attachments

- A - Exhibit 4-1
- B - Exhibit 4-2