

November 20, 2008

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-07
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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 Appendix 304: Guidelines on Required Accreditation of Job Corps High School Programs

1. Purpose. To inform the Job Corps community of revised policy and guidelines on the required accreditation of Job Corps high school programs.
2. Background. The National Office of Job Corps is issuing revised policy and guidelines on high school program accreditation. This is part of a continued effort to ensure that Job Corps centers partner with reputable schools and implement quality online High School Diploma (HSD) programs. The revisions are detailed in the attached Policy and Requirements Handbook (PRH) Appendix 304. The revised requirements and guidelines will better assure the quality of high school programs system-wide, and promote consistency in educational outcomes from online high school programs. Outlined in this Change Notice is a phased approach that will allow Job Corps centers to ensure that the online high school programs they are using meet Job Corps' new accreditation requirements.
3. Explanation of Changes. The required implementation schedule for the following changes is outlined in the Action Required section below.

The revised policy, as documented in Appendix 304, requires centers to confirm that online high school programs offered by the centers are accredited by the following authorities:

- a. state or commonwealth regulatory agency responsible for academic learning at the secondary level such as the state commissioner, the state board of education, the general council of education, or the state department of education in the state where the high school program is located; or

one of the six regional accrediting bodies recognized by the U.S. Department of Education as reliable authorities regarding the quality of education provided by institutions of higher education and who also accredit nearly all secondary programs in the United States that are academic in nature; and

- b. the Distance Education Training Council (DETC), a national accrediting body recognized by the U.S. Department of Education for accreditation of post-secondary institutions and which specializes in accrediting distance education instruction across all educational segments.

4. Action Required. This policy requires Job Corps centers to meet new PRH guidelines, including DETC accreditation for their online high school programs by June 30, 2010. Centers have approval to continue with their existing online high school program until June 30, 2010. However, centers seeking new partnerships with online high school providers must ensure that the providers meet the new PRH guidelines immediately.

Centers that would like to continue with their current online high school program should share this Change Notice with the provider immediately and determine if the provider plans to pursue DETC accreditation. Centers should adhere to the following schedule:

December 1, 2008 – Job Corps centers that would like to continue with their current online high school program provider should share this Change Notice with the provider.

January 31, 2009 – The center must notify their Regional Office Director and the National Office (attention: Yolanda Logan) that they will continue utilizing their current online high school provider. The center must also provide a letter from the provider stating that they plan to attain DETC accreditation by June 30, 2010.

June 30, 2010 – All online high school programs used by Job Corps centers must meet PRH guidelines, as outlined in Appendix 304.

Attached is a timeline, provided by DETC, that outlines the benchmarks for online high school providers that plan to attain DETC accreditation by June 30, 2010. The National Office will maintain communication with DETC and notify the Regional Offices if an online provider fails to meet the outlined benchmarks. In instances where a provider fails to meet these benchmarks, Regional Offices may instruct centers to discontinue that program until such time as the provider attains DETC accreditation.

Addressees are to ensure that this Change Notice is distributed to all appropriate staff.

5. Effective Date. November 20, 2008.

6. Inquiries. Questions and comments should be directed to John Chowning at (202) 693-3102 or chowning.john@dol.gov, or Yolanda Logan at (202) 693-3144 or logan.yolanda@dol.gov.

Attachments

A – PRH Appendix 304

B – Timeline for Accrediting Process