

October 28, 2009

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 09-11 AND RELATED PAG CHANGES
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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: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: PRH Chapters 1, 3, 4, and 5; Appendices 306, 307, and 309; Exhibit 3-3:
Career Technical Training

1. Purpose. To update Policy and Requirements Handbook (PRH) Chapters 1, 3, 4, and 5 and Appendices 306 and 307, and provide new Appendix 309 and Exhibit 3-3, to reflect changes to career technical training (CTT) programs and regulations.
2. Background. CTT programs and practices have evolved over the last 3 years; however, current PRH language does not reflect these changes. This PRH Change Notice addresses several CTT issues including TAR implementation, certification attainment, and Career Technical Training Change Requests.

These changes to the PRH have circulated through the National Office of Job Corps and were released to the field for a comment period.

3. Explanation of PRH Changes. The following outlines changes to the PRH:
 - a. **Chapter 1, Sections 1.1 (Outreach) and 1.3 (Information to Applicants):** Added a requirement for centers to provide Admissions Counselors and One-Stop centers with information on available certification, credentialing, and licensure opportunities.
 - b. **Chapter 3, Section 3.1 (Center Plan):** Added a requirement for centers to encourage and support student certification attainment.

- c. **Chapter 3, Section 3.2 (Administration and Management of Career Development Services):**
 - (1) Added a requirement for centers to provide ample opportunities for students to attain industry-recognized certification, licensure, or apprenticeship status.
 - (2) Provided a definition of training slots in terms of slot-to-teacher ratio and student-to-teacher ratio.
 - (3) Added expectations for CTT and academic instructors.
 - (4) Added language to further clarify the CTT Change process.

- d. **Chapter 3, Section 3.3 (Personal and Career Counseling):** Added language to ensure that counselors are aware of available certifications and their requirements, and provide students with assistance in attaining industry-recognized certification, licensure, or apprenticeships.

- e. **Chapter 3, Section 3.5 (Evaluation of Student Progress):** Added language to include an assessment of industry certification attainment in the evaluation process.

- f. **Chapter 3, Section 3.6 (Center-Based Learning Standards):** Added language to provide students with assistance in attaining industry-recognized certification, licensure, or apprenticeships.

- g. **Chapter 3, Section 3.8 (Work-Based Learning Standards):**
 - (1) Added expectations on instructor collaboration to ensure that students meet the rigor of training programs and certification requirements.
 - (2) Added course design components to address the identification and diagnosis of students with difficulty progressing and methods to assess progress toward certification.
 - (3) Added language to include trade-related certification testing as a form of verification of student mastery of career technical skills.

- h. **Chapter 3, Section 3.13 (Career Technical Training):**
 - (1) Revised the statement of purpose for this section.
 - (2) Changed the approving authority for all CTT programs.
 - (3) Revised guidelines for training offered through external providers.
 - (4) Revised language regarding the requirement for job shadowing.
 - (5) Revised language and guidelines regarding Advanced Training.
 - (6) Added new guidelines on documenting student progress on Training Achievement Records (TARs).

- i. **Chapter 3, Section 3.14 (Concurrent Enrollment):**
 - (1) Clarified the role of the National and Regional Offices in the approval of concurrent enrollment arrangements.
 - (2) Revised guidelines and processes regarding Off-Center Training (OCT).
 - (3) Revised guidelines and processes regarding Advanced Career Training (ACT).
 - j. **Chapter 3, Appendix 306:** Revised guidelines for CTT Change Requests.
 - k. **Chapter 3, Appendix 307:** Revised the CTT Change Request Form.
 - l. **Chapter 3, Appendix 309:** Created Appendix 309, OCT Program Code Request Form.
 - m. **Chapter 3, Exhibit 3-3:** Added a new exhibit that provides details about center-operated programs by industry cluster.
 - n. **Chapter 4, Section 4.1 (Career Transition Services Plan):** Added language to ensure that the CTS Plan addresses post-center certification opportunities for separating students, including tracking and documentation after separation.
 - o. **Chapter 4, Section 4.3 (Career Transition Services for Graduates):** Added language to ensure that graduates are provided with support and assistance in attaining industry-recognized certification, licensure, and apprenticeship after separation.
 - p. **Chapter 4, Section 4.4 (Career Transition Services for Former Enrollees):** Added language to ensure that former enrollees are provided with information on certification testing and/or licensure opportunities post-separation, as applicable.
 - q. **Chapter 4, Section 4.5 (Documentation, Reporting, and Verification):** Added a requirement for reporting all certification and licensure attainment, post-separation.
 - r. **Chapter 5, Section 5.2: (Personnel):** Provided a definition of training slots in terms of slot-to-teacher ratio and student-to-teacher ratio.
4. Explanation of PAG Changes. Related PAG changes will be distributed within 30 days of this Change Notice.
 5. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
 6. Effective Date. October 28, 2009.

7. Inquiries. Inquiries should be directed to Elizabeth Destreza at (202) 693-8008 or destreza.elizabeth@dol.gov.

Attachments

A – PRH Cover

B – PRH Chapter 1

C – PRH Chapter 3

D – PRH Exhibit 3-3

E – PRH Appendix 306

F – PRH Appendix 307

G – PRH Appendix 309

H – PRH Chapter 4

I – PRH Chapter 5