

November 18, 2009

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| DIRECTIVE: | JOB CORPS PRH CHANGE NOTICE NO. 09-16 |
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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 Chapter 1, Exhibit 1-1, Section E: Foreign Diploma Verification

1. Purpose. To update resource information regarding acceptable foreign diplomas for Job Corps applicants, for use by admissions counselors.
2. Background. Exhibit 1-1, Eligibility and Additional Selection Criteria and Documentation Requirements, indicates that when an applicant is in need of additional education, career technical training, or intensive career counseling and related assistance, to enable the applicant to participate successfully in regular schoolwork or to secure and hold employment, admissions counselors (ACs) must review and verify all source document information used to demonstrate eligibility under this criterion, when applicable. For information on acceptable foreign diplomas, prior Job Corps policy directed ACs to “A Guide to Educational Systems Around the World” by Shelley Feagles (published by NAFSA: Association of International Educators) at <http://www.nafsa.org/publication.sec>; or the National Collegiate Athletic Association’s *Guide to International Academic Standards for Athletics Eligibility* at http://www.ncaa.org/library/membership/international_guide/2006/2006_international_guide.pdf.
3. Explanation of PRH Changes. In Exhibit 1-1, Section E (in the Assessment/Verification Requirements column), the Web site to be used to verify acceptable foreign diplomas has been changed. The updated verification Web site location, which replaces the two cited above, is the National Collegiate Athletic Association at <http://www.ncaapublications.com>. ACs should type in the title *Guide to International Academic Standards for Athletics Eligibility* in the Keyword Search box. The title and summary of the resource will appear (Item ISO9). Click on the “Download PDF” button to obtain a copy. There is no fee for the download.
4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.

5. Effective Date. November 18, 2009.

6. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101 or fry.lynne@dol.gov or Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.

Attachments

A – PRH Cover

B – PRH Exhibit 1.1