

November 23, 2010

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-09
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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: EDNA PRIMROSE  
National Director  
Office of Job Corps

SUBJECT: PRH Chapter 5, Exhibit 5-3: Minimum Staff Qualifications

1. Purpose. To update the Job Corps Policy and Requirements Handbook (PRH), Chapter 5, Exhibit 5-3 regarding qualifications for the Senior Residential Advisor and the Residential Manager.
2. Background. PRH Chapter 5, Exhibit 5-3 is being revised to address compliance issues regarding the minimum qualifications for the Job Corps Senior Residential Advisor and the Residential Manager.
3. Explanation of PRH Changes. Changes to Exhibit 5-3 are as follows:
  - a. Senior Residential Advisor, minimum qualifications column:
    - (1) Deleted "Associate of Arts Degree."
    - (2) Inserted, instead, "High School Diploma or GED."
  - b. Residential Manager, minimum qualifications column:
    - (1) Deleted "Bachelor's Degree."
    - (2) Inserted, instead, "Postsecondary Degree."
4. Effective Date. November 23, 2010.
5. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

6. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov).

Attachments

A – PRH Cover

B – Exhibit 5-3