

June 17, 2013

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 12-19 AND RELATED PAG CHANGES</b>
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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:** GRACE A. KILBANE  
National Director  
Office of Job Corps

**SUBJECT:** PRH and PAG Revisions for Chapter 3 Regarding High School  
Equivalency

1. Purpose. To update education policies in the Job Corps Policy and Requirements Handbook (PRH), and related requirements in the Program Assessment Guide (PAG), with regard to high school equivalency.
2. Background. Traditionally all Job Corps centers have used the GED (General Educational Development) test to fulfill high school certification requirements of all states. Many states are exploring or procuring alternatives to the 2014 GED test since Pearson, a for-profit education products company, acquired the GED Testing Service in 2011. Consequently, Job Corps is adapting its program and testing arrangements to accommodate the use of alternative high school equivalency assessments.

States are in the process of changing legislation and regulations to replace the term “GED” with “high school equivalency.” Job Corps’ authorizing legislation, Title III-C of The Workforce Investment Act (WIA) of 1998 as amended, already specifies that Job Corps will enable students to obtain a high school diploma or high school equivalency certification. In addition, the computer-based testing requirements for the 2014 GED and the introduction of new high school equivalency tests are impacting the number and proximity of testing sites to Job Corps centers. As a result, more centers are exploring opportunities to become testing sites.

In order to ensure alignment with WIA and state terminology regarding high school equivalency, and to specify new Job Corps policies about center testing sites, the Office of Job Corps is changing the requirements in Chapter 3 of the PRH and the PAG. Changes regarding

high school equivalency in all other chapters of the PRH and the PAG will be phased in over the next several months.

3. Explanation of Changes. Highlights of the PRH changes are as follows:

a. PRH Chapter 3: Career Development Period

- (1) Replaced the terms “GED” and “General Educational Development” with the term “high school equivalency,” throughout Chapter 3, in the PRH Table of Contents, and in the Chapter 3 Table of Contents.
- (2) Revised Section 3.11 R2, High School Program and High School Equivalency Certificate, to specify that “centers shall implement programs to support student attainment of HSE certification as required by the states in which the centers are located, or where students are sent for HSE testing.”
- (3) Section 3.11 R2 a. was changed to “centers shall provide instruction in content areas necessary for students to pass state-designated high school equivalency assessments and achieve state high school equivalency certification.”
- (4) Eliminated 3.11 R2 b. that required students enrolled in GED preparation classes to take the GED official practice tests. It is understood that centers will follow the high school equivalency practice test requirements of the states in which they are located or where they send students for testing.
- (5) Requirement 3.11 R2 c. becomes Requirement 3.11 R2 b. and specifies that if a center cannot access local testing sites, it may submit a request to its Regional Office seeking state permission to become a local testing site.
- (6) Added new requirement 3.11 R2 c. which states that high school equivalency tests taken at test sites on Job Corps centers must be given by a third-party test administrator from a local educational or community institution (for example, community college or local school district). Tests must not be administered by an employee of the Job Corps center.

4. Explanation of PAG Changes. The PAG Chapter 3 has been updated to reflect each of the changes in the PRH Chapter 3.11 outlined above.

5. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.

6. Effective Date. Immediately.

7. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102 or

Lynne Fry at (202) 693-3101 or [fry.lynne@dol.gov](mailto:fry.lynne@dol.gov).

Attachments

- A – PRH Cover
- B – PRH Table of Contents
- C – PRH Chapter 3
- D – Appendix 301
- E – PAG Cover
- F – PAG Chapter 3