

July 28, 2014

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 14-03 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: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) and Program Assessment Guide (PAG) Revisions for Chapters 1, 4, and 6 Regarding High School Equivalency

1. Purpose. To update policies in the areas of outreach and admissions, career transition, and administrative support in the Job Corps PRH and related requirements in the PAG, with regard to High School Equivalency (HSE).
2. Background. States across the country are revising legislative and regulatory requirements to replace the term “GED” with “high school equivalency.” In addition, Job Corps’ authorizing legislation, Chapter 4, Subtitle C of the Workforce Innovation and Opportunity Act (WIOA), specifies that Job Corps will enable students to obtain a high school diploma or its recognized equivalent. To ensure alignment with WIOA and state terminology and update its policies, Job Corps has been making adjustments in the PRH and PAG.

Policy changes in PRH Chapters 3 and 5 regarding student training for HSE tests, testing, credentials, and measurement of HSE performance outcomes were made in May and June of 2013. This PRH Change Notice announces replacement of “GED” and “General Educational Development,” with the terms “HSE” and “high school equivalency” in Chapters 1, 4 and 6 of the PRH (and related exhibits and appendices), and the PAG. The changes in Chapter 1 refer to acceptable HSE credentials for admission to Job Corps; Chapter 4 references acceptable attainment of HSE credentials for separating students; and Chapter 6 references students’ records management regarding attainment of HSE credentials.

3. Explanation of Changes. Highlights of the PRH changes are as follows:
 - a. PRH Chapter 1: Outreach and Admissions

- (1) Replaced the terms “GED” and “General Educational Development” with the terms “HSE” and “high school equivalency” in PRH Chapter 1, Sections 1.2-6 and 1.2-7.
- (2) Replaced the terms “GED” and “General Educational Development” with the terms “HSE” and “high school equivalency” in Exhibit 1-1 (Pages 8 and 9), and Exhibit 1-5 (Pages 1 and 2), regarding acceptable documentation of HSE credentials.
- (3) Replaced the terms “GED” and “General Educational Development” with “HSE” and “high school equivalency” in Appendix 105 (Page 3) regarding acceptable documents and organization of Job Corps Applicant Eligibility Folder Inventory.

b. PRH Chapter 4: Career Transition Period

- Replaced the terms “GED” and “General Educational Development” with “high school equivalency certificates” in definition of a Job Corps graduate in PRH Chapter 4, Section 4.2-1.

c. PRH Chapter 6: Administrative Support

- Replaced the terms “GED” and “General Educational Development” with “HSE” and “high school equivalency” in Chapter 6, Sections 6.3-2 and 6.4-2, regarding separated students’ records of educational achievements while in Job Corps.

4. Explanation of PAG Changes. The PAG Chapters 1, 4 and 6 have been updated to reflect each of the changes in the PRH chapters 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, chowning.john@dol.gov; or Lynne Fry at (202) 693-3101, fry.lynne@dol.gov.

Attachments

- A – PRH Chapter 1
- B – PRH Chapter 4
- C – PRH Chapter 6
- D – Appendix 105
- E – Exhibit 1.1

F – Exhibit 1.5
G – PAG Chapter 1
H – PAG Chapter 4
I – PAG Chapter 6