



JUL 05 2019

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 19-02
------------	---------------------------------------

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  
ALL CENTER USERS

FROM: DEBRA CARR  
Acting National Director  
Office of Job Corps

A handwritten signature in black ink, appearing to read "Debra Carr", written over the printed name and title.

SUBJECT: Policy and Requirements Handbook (PRH) Revisions Related to the Test of Adult Basic Education (TABE) 11/12, Academics and a New Evening and Weekend Studies Section

1. Purpose. To revise current PRH requirements related to the implementation of TABE 11/12 and to introduce new requirements for evening and weekend studies. Additionally, to make corrections to liquidated damages at Section 5.1.
2. Background. Job Corps has implemented the Test of Adult Basic Education (TABE) 11/12 to meet WIOA Measureable Skill Gain Rate reporting requirements and in compliance with guidelines from the U.S. Department of Education's National Reporting System (NRS). The transition in Job Corps' basic skills assessments to the TABE 11/12 necessitates the revisions contained in this notice.
3. Explanation of Changes.
  - a. Section 2.5 Student Career Planning
    - Added evening/weekend studies to the requirement for individualized student schedules.
  - b. Section 3.1 Career Development Plan
    - Revised what the plan must include:

- The center will ensure that Tests of Adult Basic Education (TABE®) will be implemented using Data Recognition Corporation's (DRC) INSIGHT® testing system in administering TABE 11/12.
  - The center will implement a structured evening /weekend studies (EWS) program for all students, including the structure, staffing and schedule for the program.
  - The center will integrate the use of technology in teaching and learning.
- c. Section 3.2 Administration and Management of Career Development Services
  - Added requirements for
    - The availability of current training-related materials and equipment to students in classrooms, CTT facilities and other learning/study areas.
    - The inclusion of evening/weekend studies in student schedules.
- d. Section 3.9 Reading
  - Listed the content domains that need to be addressed in required reading instruction.
  - Revised requirements for student placement, continuing instruction and assessment testing (TABE 11/12) in reading based on the student's Educational Functioning Level (EFL).
  - Added a requirement for centers to determine where supplemental reading instruction will take place.
- e. Section 3.10 Mathematics
  - Listed the content domains that need to be addressed in required math instruction.
  - Revised requirements for student placement, continuing instruction and assessment testing (TABE 11/12) in math based on the student's Educational Functioning Level (EFL).
  - Added a requirement for centers to determine where supplemental math instruction will take place.
- f. Section 3.13 Evening/Weekend Studies
  - Added specific requirements for evening/weekend studies programs. (Please note that all succeeding PRH Chapter 3 sections beginning with CTT, now Section 3.14, have been adjusted.)
- g. Section 5.1 Program Management

- Corrected liquidated damages outlined in Section 5.1, R2.f. to be consistent with those in Appendix 502.F.
- h. Section 5.15 Safety Inspections, Observations and OSH Program Review
- Added other learning/study areas in the requirement for inspections and observations.
- i. Exhibit 3-7 (new exhibit)
- Added a new exhibit that shows the Department of Education's National Reporting System Educational Functioning Level (EFL) descriptors for adult basic education, referenced in the revised PRH Sections 3.9 and 3.10.
- j. Exhibit 5.1
- Added Student Testing to the list of Standard Operating Procedures required for submission.
- k. Exhibit 5.4
- Added required certification for designated TABE Administrator and back-up.
- l. Appendix 201
- Revised to reflect the 2019 updated version of the NRS Test Benchmarks for ESL.
- m. Appendix 301
- Revised to incorporate new and updated guidelines, requirements and instructions for entry and follow-up online testing using TABE 11/12, as well as related testing and recordkeeping issues.
- n. Appendix 305
- Revised to align with new Educational Functioning Levels.
4. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate personnel.
5. Effective Date. Immediately.
6. Inquiries. Direct inquiries to Marcus Gray at: [gray.marcus@dol.gov](mailto:gray.marcus@dol.gov).

7. PRH Web site Access. This Change Notice and revisions to the PRH are available on the PRH Web site at <https://eprh.jobcorps.gov>.