



MAR 10 2020

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 19-11
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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 JOB CORPS CENTER STAFF  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS  
ALL CENTER USERS

FROM: DEBRA A. CARR  
Acting National Director  
Office of Job Corps

A handwritten signature in black ink, appearing to read "Debra A. Carr", written over a horizontal line.

SUBJECT: Appendix 301: Requirement of 60 Hours of Certified Teacher  
Instruction for TABE 11/12 Follow-Up Testing

1. Purpose. To revise current PRH requirements requiring the use of certified teachers to deliver the 60-hours of instruction for TABE 11/12 follow-up testing.
2. Background. Job Corps, by adopting TABE, follows the test publisher's guidelines. The publisher *recommends* 50 to 60 hours of instruction when testing with an alternative form (i.e., 11M to 12M) and 60 to 80 hours of instruction when testing with the same form (i.e., 11M to 11M or A3 to A3) before administering a follow-up test. Appendix 301, TESTS OF ADULT BASIC EDUCATION (TABE®) REQUIREMENTS AND INSTRUCTIONS, Requirements and Instruction, Item 3, Follow-up testing currently requires centers to "provide a minimum of 60 hours of instruction by a *certified* teacher before administering a follow-up test" (emphasis added). Though not required by the test publisher, the current guidance specifies instruction by a certified teacher because research has found that fully certified teachers are more effective in raising student achievement than teachers who have not completed a formal certification program and those still in training. Studies showed this effect to be particularly true in mathematics, an area where centers are reportedly struggling to help students make Educational Functioning Level gains. However, non-certified teachers may also have a positive effect on Educational Functioning Level gains.

Studies also show the relationship between student learning gains in math and continuity in instruction. Learning loss can occur when students' academic instruction is interrupted due to scheduling other activities. Therefore, centers should make every effort to ensure that students receive uninterrupted instruction to maximize student learning.

After assessing the implementation of the 60 hours of certified teacher provision paragraph 1 in Appendix 301, Requirements and Instruction, Item 3, Follow-up Testing, the requirement is revised as described below to address center staffing and scheduling challenges. The revisions made allow for the use of non-certified teachers for up to 20 hours of instruction, require that instruction be targeted to the student's skill deficiencies, and encourage uninterrupted student learning. These changes should provide the flexibility necessary for developing effective instruction using various delivery methods and approaches, and achieving student learning gains.

3. Explanations of Changes

This section updates Appendix 301, Items 3 and 6, and JCDC Notice 19-039 (August 23, 2019) as described below.

a. Appendix 301, Paragraph 1, Requirements and Instruction, Item 3.

- Revised to specify that:
  - Certified teachers must provide at least 40 hours of the 60 hours of instruction that are required before a TABE follow-up test can be administered.
  - Non-certified teachers, and others under the direction or supervision of a certified teacher, may provide up to 20 hours of the required 60 hours of instruction.
  - All instruction must be targeted to the skill deficiencies identified in the student's Individual Profile Report.
  - Recommended best practice is to provide uninterrupted and continuous learning so that learning loss is minimized.

b. Appendix 301, Item 6, Recording TABE Test Data is revised as described below.

- The title is changed from "Recording TABE Test Data" to "Recording TABE Test Data and Other Recordkeeping."
- The below text is added to retitled Item 6, "Recording TABE Test Data and Other Recordkeeping."
  - The *Documentation of 60 Hours of Instruction* form must be submitted to the test administrator when a student's 60 hours of

instruction is completed. This form replaces the four documents that were previously required by JCDC Notice 19-039 (August 23, 2019). Centers must complete and file as directed on the form.

c. JCDC Notice 19-039 (August 23, 2019)

- Revised to specify that Attachment 1, *Documentation of 60 Hours of Instruction*, attached to this Change Notice, will replace the four documents that were previously required.

4. Action. Ensure that this Change Notice is distributed to all appropriate staff.
5. Expiration Date. Until superseded
6. Inquiries. Questions about this Information Notice should be addressed to Marcus Gray at [Gray.Marcus@dol.gov](mailto:Gray.Marcus@dol.gov).

Attachment 1 – Documentation of 60 Hours of Instruction

Attachment 1



U.S. Department of Labor – Job Corps  
Documentation of 60 Hours of Instruction



Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Content Area (Check One):    Reading     Mathematics

Name of Course(s) in which instruction took place:<sup>1</sup> \_\_\_\_\_

Name of Instructor(s) that provided instruction: \_\_\_\_\_

Date Range in which instruction in content area instruction took place:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total Number of Hours of Instruction: \_\_\_\_\_

I hereby certify that the student named above has completed 60 hours of instruction in the content area indicated.

**Verifying Academic Manager's Information**

_____ Print Name	
_____ Signature	_____ Date:

**Processing Instructions**

- **Academic Manager:** Provide form to the Test Administrator
- **Test Administrator:**
  - Attach this form to the signed CIS test ticket.
  - Forward ticket and attached form to the Records Department
- **Records Department:** Scan this form and CIS test ticket as a single PDF document into the TABE section under Training in E-Folder, with the hard copy of both maintained in a student's personal record folder.

Form Date: March 5, 2020

<sup>1</sup> If academic instruction is delivered by a CTT instructor, the center may not claim both a CTT hour and an academic hour for the same hour of instruction.