



# Job Corps High School Diploma Programs

## Attachment A: Processes for HSD Program Approval

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**Purpose:** To provide Job Corps Centers with guidance on:

- **Process 1:** High School Diploma (HSD) program approval for **all current** HSD programs.
- **Process 2:** High School Diploma (HSD) program approval for **new and provisional** HSD programs.

### **PY 2024 HSD Recertification: All Current Approved HSD Programs**

*This applies to all Job Corps Centers with current approved HSD programs. One-time recertification during PY 2024.*

**Step 1:** Job Corps Centers and regional staff review Change Notice & PRH Updates 3.2, 5.1(R8), Appendix 302, 305, and 306.

**Step 2:** Job Corps Center staff, Center Director, and Regional Office participate in new PRH HSD Policy training.

**Step 3:** Regional Office receives HSD MOU(s) or, contracts with online HSD providers or, Standard Operating Procedures document for Center-run programs, and any other related supporting documents from the Job Corps Centers with clearly outlined headings.

**Step 4:** Regional Office uploads all documents to designated Regional SharePoint starting PY 2024.

**Step 5:** National Office (NO) completes:

- a) **HSD Package Completeness Check.** This “Check for Completeness” will ensure all required evidence and documentation are within the recertification package (MOU and/or contract submitted for processing).
- b) **Comprehensive HSD Program Review:** Centers with 3 or more partnerships will require additional review time.

**Step 6:** Job Corps Centers will receive notification of recertification status once the review is complete. Centers will receive one of 3 Status Notifications:

- **Approved:** Center submitted MOU or, contract or, SOP & supporting documents aligned to new PRH policy updates (PRH Updates 3.2, 5.1 (R8), Appendix 302, 305, & 306) and full approval status is granted in CIS.
- **Conditionally Approved:** Information submitted is incomplete and/or does not meet all PRH requirements. Therefore, additional information is needed before full approval status is granted in CIS.
- **Not Approved:** No documentation was submitted. The program will be inactivated in CIS within 45 days of notification.

### **New HSD Program Request**

*This applies to new non-established Job Corps Center programs & those with approved provisional HSD programs.*

Job Corps Centers may submit new HSD program requests and supporting documentation as early as November 1, 2024, and will continue on a rolling basis.

**Step 1:** Job Corps Center staff, Center Director, and Regional Office participate in new PRH HSD Policy training.

**Step 2:** Job Corps Centers submit HSD MOU or contract, or SOP, and related supporting documents to the Regional Office. Centers with 3 or more partnerships will require an extended review time. Guidance will be provided by the National Office.

**Step 3:** Regional Office:

- a) Conducts an **HSD Package Completeness Check.** The “Check for Completeness” will ensure that all required evidence and documentation are included within the HSD program request package. The process may take additional time if more than 3 program requests are submitted.



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i. **If the HSD package is incomplete**, the Regional Office will not submit documentation to the National Office but will notify the Job Corps Centers directly of incompleteness and resubmission requirements within 30 days of notification.

b) Uploads all documents to designated Regional SharePoint starting PY 2024.

**Step 4:** The National Office conducts a **Comprehensive HSD Program Review**. Centers with 3 or more partnerships will require additional review time.

**Step 5:** The National Office will notify the Regional Office of the Job Corps Center HSD program status once the review is complete. Job Corps Centers will receive one of 2 status notifications:

- o **Approved:** Information submitted meets all PRH requirements (PRH Updates 3.2, 5.1 (R8), Appendix 302, 305, & 306).
- o **Not Approved:** Information submitted does not meet all PRH requirements (PRH Updates 3.2, 5.1 (R8), Appendix 302, 305, & 306).