



DIRECTIVES: JOB CORPS PROGRAM CHANGE NOTICE NO. 24-03

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL USDA FOREST SERVICE CENTER DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL JOB CORPS CENTER STAFF
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH AND ADMISSIONS CONTRACTORS
 ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: John E. Hall **JOHN** Digitally signed by
 Administrator **HALL** JOHN HALL
 Office of Job Corps Date: 2024.10.08
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SUBJECT: Policy and Requirements Handbook (PRH) Revision to High School Diploma (HSD) Program

1. **Purpose.** To revise the PRH regarding high school diploma (HSD) programs, concurrent high school diploma (HSD) programs, high school equivalency (HSE) programs, center-run programs, and online high school program requirements.
2. **Background.** On October 5, 2017, the Office of Job Corps (OJC) released Program Instruction Notice (PIN) 17-08 effective October 1, 2018, to be used as guidance to establish minimum coursework requirements for all students seeking to obtain a secondary school diploma while enrolled in Job Corps. This guidance was further reinforced with the publication of PIN 22-10 which provided guidance regarding HSD and HSE integrity processes, procedures, and reports that should be used by the Job Corps community to strengthen academic integrity. Subsequently, Information Notice (IN 22-07) was released on February 17, 2023, to provide guidance on HSD partnership requirements to meet initial quality requirements that align with Department of Education requirements for HSD programs.

This notice supersedes prior guidance issued through the aforementioned documents.

3. **Explanation of Change.** This notice revises the following areas of the PRH – Chapter 3, Section 3.2, R5, R7, and R8; Appendix 302; and Chapter 5, Section 5.1, R8. These revisions also include an introduction to a new requirement (3.2 R10) and new appendices, Appendix 305 and Appendix 306.

The PRH was updated to codify the requirements for the initial and ongoing quality monitoring requirements for all High School Diploma (HSD) programs, as well as provide guidance on documentation for these requirements. It also codifies the course requirements for earning a high school diploma within Job Corps. The most substantive changes to the PRH are in Chapter 3, specifically Section 3.2. These sections have been rewritten to supersede PIN 17-08. Additionally, Appendix 302 has been revised to emphasize the requirement for initial and ongoing monitoring of program quality for all HSD programs including accreditation and/or Every Student Succeeds Act (ESSA) accountability systems compliance as applicable.

a) PRH Chapter 3, Section 3.2

- Updated R5 to state that High School Diploma programs must now meet all requirements established in the Program of Study reflected in Appendix 306. There was no previous minimum credit requirement.
- Updated R5 to include ongoing quality monitoring requirements for HSD programs. This will ensure that the partnership has a regular system of quality monitoring. See Appendix 302.
- Updated R7 regarding Concurrent HSD/HSE programs to require approval from OJC's National Office with concurrence from the Regional Office and documented in a Memorandum of Understanding (MOU) or contract. Centers will submit to the Regional Director the MOU or contract and the HSD or HSE provider's test integrity procedures. This will ensure that all programs must meet all the requirements of section 3.2 R5.
- Updated R8 clarifying that all Online High School Diploma (HSD) programs must now meet all the requirements of Section 3.2 R5. Centers using online HSD programs must submit the online providers' test integrity procedures along with all MOU(s) and/or contract(s) to the Regional Office for review.
- Updated R8 to state that all High School Diploma MOUs/contracts for online HSD programs must be approved by the National Office of Job Corps (NOJC) before implementation.
- Added a new requirement at R10 to state that all center-run high school diploma (HSD) programs must meet all the requirements of Section 3.2 R5 and submit within an SOP documenting their HSD center-run program aligned to the PRH HSD policy. Center-run programs must secure ongoing quality monitoring/accreditation through an HSD K-12 governing body. This will ensure center-run programs will be in alignment with all HSD programs.

b) PRH Chapter 5, Section 5.1.R8

- Updated R8 to clarify the requirements for all (HSD) programs, concurrent high school diploma (HSD) and high school equivalency (HSE) programs, center-run programs, and online high school programs to provide written details (as outlined

in PRH Section 3.2 R7, R8, Section 5.1, Appendices 302, 305, 306) in a document (either a Memorandum of Understanding (MOU) and/or relevant contract(s)) that must be clearly labeled and includes supporting information and documents.

- Updated R8 to identify relevant initial quality and monitoring standards for each of the types of HSD programs and partnerships that could occur at Job Corps.
- Updated R8 to ensure all MOU(s) and/or contract(s) contain specific information and must be submitted to the Regional Office for compliance review. See Appendix 302 for guidance.

c) Appendix 302. Guidelines for Quality Monitoring of Job Corps High School Diploma (HSD) Program Partnership

- The clarifications to this Appendix provide Job Corps centers with guidelines for providing documented evidence and proof of an ongoing quality monitoring protocol of the HSD programs that enable students to meet challenging student academic achievement standards and attain their high school diploma.
- These guidelines apply to HSD programs and/or HSD partnerships established with public schools, including public charter and magnet schools, private schools, online private schools, online HSD programs, and center-run HSD programs.

d) New Appendix 305. Job Corps High School Diploma (HSD) Program Partnership Requirements

- This is a new appendix that provides Job Corps centers with a guide for establishing High School Diploma Program Partnerships.
- It outlines the requirements necessary to support high-quality high school partnerships when developing an MOU with partner agencies.
- It lists the requirements applicable to all high school programs and requirements specific to online programs.

e) New Appendix 306. Job Corps High School Diploma Program of Study

- This a new appendix that supersedes PIN 17-08 as it codifies the 22 credit High School Diploma (HSD) Program of Study requirements found in the PRH.
- This is a guide to provide Job Corps with the High School Diploma Program of Study requirements to support high-quality high school partnerships with Job Corps.
- It lists the specific Program of Study subject requirements that make up the 22 credits.
- In addition, it provides guidance on the number of allowed high school equivalency exam credits that may be transferred over to a high school diploma program.

4. **Action Required.** Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff and enacted as indicated below.

All centers with current HSD partnerships and those looking to attain new partnerships must go through the PY 2024 HSD Recertification process and/or a new HSD Partnership

Request. Centers must follow recertification guidance provided by the National Office and comply with timelines for submissions and/or annual verification attestation of changes to documents submitted during their recertification and/or new HSD Partnership request.

5. **Effective Date.** November 1, 2024.
6. **Inquiries.** Direct inquiries to the Office of Job Corps Academic Support Services at highschoolprograms@jobcorps.org.
7. **PRH Website Access.** This Change Notice and revisions to the PRH can be accessed within one business day at the PRH website address: <https://prh.jobcorps.gov>.
8. **Attachments:**
Attachment A: Processes for HSD Programs