



DIRECTIVE: JOB CORPS PROGRAM CHANGE NOTICE NO 25-01

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 CONTRACATORS
ALL CENTER USERS

FROM: ERIN MCGEE
Acting Administrator
Office of Job Corps

Digitally signed by
Erin McGee
Date: 2025.12.02
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Erin McGee

SUBJECT: Removal of the Policy and Requirements Handbook (PRH) Requirements for Dedicated Career Transition Readiness Services

- Purpose. This PRH Change Notice is issued in alignment with Executive Order 14192, *Unleashing Prosperity Through Deregulation*, which calls on agencies to reduce unnecessary regulatory burdens, eliminate duplicative rules, and ensure that regulatory costs are responsibly managed. To promote efficiency and reduce overlap, the Department is removing the requirement that Job Corps centers provide dedicated Career Transition Readiness (CTR) instruction under PRH 3.4, Career Success/Workplace Skills, R23, R25, and R27(c). These requirements are addressed through existing services under PRH 2.1, R3 (Career Assessment and Counseling) and R5 (Placement Readiness). This change is intended to reduce redundancy while maintaining program integrity and ensuring students continue to receive the full range of counseling and support needed to successfully transition into careers. This Notice aligns with the directives announced in Program Instruction Notice No. 24-10.
- Background. Dedicated CTR instruction has historically been provided during the last phase of the Job Corps program before a student separates from the program. This CTR instruction is designed to help students transition successfully from Job Corps into the workforce, higher education, or the military. CTR staff provided, at least 45 days prior to projected graduation, job search skills. Center staff are also required to assess and counsel students to determine their capabilities and review job search skills and strategies prior to graduation.

The Office of Job Corps (OJC) reviewed the services provided by dedicated CTR staff and found multiple instances (e.g., PRH 2.1 R3. Career Assessment and Counseling and R5. Placement Readiness) of redundancy which necessitated removal of certain PRH

requirements. In addition, CTR instruction has faced persistent implementation challenges and underutilization as evidenced by results from the Job Corps Student Experience Assessment (SEA). OJC concluded that CTR services are redundant with other career preparation and counseling services and as such eliminating these PRH requirements will not significantly impact the delivery of services needed to prepare students for careers after Job Corps.

Centers will instead deliver these services through the career assessment and counseling and placement readiness services required in PRH Chapter 2.1, R3 and R5. This decision empowers centers to optimize their operational capacity while continuing to support students effectively.

3. Explanation of Changes.

- PRH 3.4, R23 – Removed requirement that centers provide CTR instruction to initiate or support pre-graduation job search efforts.
- PRH 3.4, R25 – Removed requirement that centers assist students in assembling documents necessary for placement in their career pathway mid-term goal, including originals of personal documents and credentials documenting accomplishments.
- PRH 3.4, R27(c) – Removed requirement that centers develop resources to meet transitional support needs.
- Appendix 502 – Amended to remove references to CTR services.

4. Action Required. Addresses are to ensure this Change Notice is distributed to all appropriate staff.

5. Effective Date. Immediately.

6. Inquiries. Direct inquiries related to this Change Notice to jobcorps-dpcp@dol.gov.

7. PRH Website Access. The Change Notice and revisions to the PRH can be accessed within one business day on the PRH Website at <https://prh.jobcorps.gov>.