Original PRH Chapter 3, Sections and Requirements | **Realigned PRH Chapter and Section Titles**

KEY
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Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Chapter 3 Career Development Period																																								
3.0 Objectives / Deleted																																							X	
3.1 Career Development Period Plan																																								
Purpose / Deleted																																							X	
Requirements																																								
R1: Career Development Period Plan																					R8																			
3.2 Administration and Management of Career Development Services																																								
Purpose / Deleted																																							X	
Requirements																																								
R1: Managing the Learning Environment / Moved 'a – e' and 'g' to Training Management. Deleted 'f'													R1																										X	
R2: Scheduling													R2																											
R3: Equipment/Clothing													R3																											

Page 1

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R4: Personal Tools													R4																											
R5: Student Certification and Licensing													R5																											
R6: Recordkeeping **Combined with 3.14.R7.a and moved to Records Management. Title was renamed 'Electronic Training Achievement Record (e-TAR) Recordkeeping'.**																																			R7					
R7: Performance Assessment **Moved 'a and b' to Program Management. Combined 'c' with the first sentence in 'a' and last sentence in 'd' from 3.2 R8 , which was moved to Training Management.**													R15								R9																			

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	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services				4.0 Placement Services				5.0 Management Services											6.0 Administrative Support Services							Other	
KEY Light Gray - Designation not applicable, no "x" required. *Resources- Located on the PRH Website. Files are not part of the PRH policy. Forms- Located on the PRH Website. Files are part of the PRH policy.	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R8: Career Technical Program Changes Combined first sentence in 'a' and last sentence under 'd' with 3.2 R7.c and moved to Training Management. R8.c was added to Appendix 306. Deleted all other content.													R15																										X	
3.3 Personal and Career Assessment and Counseling																																								
Purpose Deleted																																							X	
Requirements																																								
R1: Personal Assessment and Counseling Combined with similar requirements.							R2																																	
R2: Career Assessment and Counseling							R3																																	

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R3: Coordination of Services **Combined with similar requirements. Title was renamed 'Delivery and Coordination of Services to Students'.**																					R31																			
R4: Reporting/Documentation/ Recordkeeping **Combined with Section 2.4 R4.**																																			R12					
3.4 Student Standards of Conduct																																								
Purpose **Deleted**																																							X	
Requirements																																								
R1: Incentives											R1																													
R2: Rules and Sanctions											R2																													
R3: Investigation and Disposition of Incidents											R3																													
R4: Appeal Process											R4																													
R5: Regional Appeals Board											R5																													

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R6: Reporting/Documentation/Recordkeeping Title renamed 'Fact-Finding Board Reporting/ Documentation/ Recordkeeping'.																																			R13					
3.5 Evaluation of Student Progress																																								
Purpose Deleted																																							X	
Requirements																																								
R1: Frequency Combined with similar requirements.												R1																												
R2: Content of Evaluations Performance levels in 'b' were deleted because they are listed on the evaluation form in CIS.												R2																											X	
R3: Reporting/Documentation/ Recordkeeping Deleted. Re-written and incorporated in 3.5 R2.a.																																							X	

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	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
3.6 Center-Based Learning Standards																																								
Purpose / Deleted																																							X	
Requirements																																								
R1: Instructional Strategies and Materials Moved 'a' – 'g' to Training Management. Deleted 1-10 under 'f' and 1-7 under 'g'.													R6																										X	
R2: Curriculum Content Areas and Competencies													R7																											
R3: Course Structure													R8																											
R4: Testing													R10																											
3.7 Career Success Standards																																								
Purpose / Deleted																																							X	
Requirements																																								
R1: Required Career Success Standards																R11																								

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R2: Strategies for Delivery Moved the first sentence and last sentence of the requirement to Career Success/Workplace Skills. Title renamed 'Adopting Career Success Standards'. Deleted 'a' - 'f'.																R13																							X	
R3: Center Culture Deleted 'a' - 'c'.																					R30																		X	
3.8 Work-Based Learning Standards																																								
Purpose Deleted																																							X	
Requirements																																								

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R1: Work-Based Learning Program Deleted second sentence under c.2. Moved the last sentence in Section 3.8 R1.c.2 to Exhibit 6-1. Incorporated '3' under 'c', with Section 3.1 R1.c and moved to Program Management. All other content moved to Career Technical Training.															R6						R8																		X	
R2: Employer Partnerships Title renamed 'Work-Based Learning Employer Partnerships'.															R7																									
R3: Work-Based Learning Agreements Moved the first sentence to Career Technical Training. Moved 'a' - 'b' to Exhibit 3-4.															R8																									

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R4 On-Center Work-Based Learning. Moved the first sentence of the requirement to Career Technical Training. Moved 'a – d' to Exhibit 3-4.															R9																									
R5: Career Technical Skills Training (CTST) Projects															R10																									
R6: Work-Site Monitoring. Title renamed 'Monitoring of Training at Work-Based Learning Sites'.															R12																									
R7: Reporting/Documentation/ Recordkeeping. Combined with similar requirements.																																			R11					
3.9 Reading																																								
Purpose. Deleted																																							X	
Requirements																																								
R1: Required Instruction. Combined with Section 3.10 R1.														R1																										

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R2: Placement in Reading Instruction. Combined with Section 3.10 R2.														R2																										
R3: Reporting/Documentation/Recordkeeping. Title renamed 'Student Testing System Reporting/Documentation/Recordkeeping'.																																			R9					
3.10 Mathematics																																								
Purpose. Deleted																																							X	
Requirements																																								
R1: Required Instruction. Combined with Section 3.9 R1														R1																										
R2: Placement in Mathematics Instruction. Combined with Section 3.9 R2.														R2																										
R3: Reporting/Documentation/Recordkeeping. Deleted. Section 3.10 R3 is a duplicate of Section 3.9 R3.																																							X	

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	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services				4.0 Placement Services				5.0 Management Services											6.0 Administrative Support Services							Other	
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3.11 High School Diploma and High School Equivalency Certificate																																								
Purpose / Deleted																																							X	
Requirements																																								
R1: High School Diploma														R5																										
R2: High School Equivalency (HSE) Preparation and Testing														R6																										
R3: Concurrent HSD/HSE Programs														R7																										
R4: Online High School Program Requirements														R8																										
R5: Reporting/Documentation/Recordkeeping — Title renamed 'High School Equivalency (HSE) and High School Diploma (HSD) Reporting/Documentation/Recordkeeping'.																																			R10					
3.12 English Language Learning Program																																								

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Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Purpose **Deleted**																																							X	
Requirements																																								
R1: Center Requirements **Title renamed 'Center Requirements for Limited English Proficiency (LEP)'.**														R3																										
R2: English Language Skills **Deleted 'a – j'.**														R4																									X	
R3: Special Support for LEP Students **Deleted. Special support for LEP students is required in the Job Corps mandated LEP plan.**																																							X	
R4: Reporting/Documentation/Recordkeeping **Combined with similar requirements.**																																			R11					
3.13 Evening/Weekend Studies																																								
Purpose **Deleted**																																							X	
R1. Evening/Weekend Studies Program													R9																											

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
3.14 Career Technical Training																																								
Purpose																																								
Deleted																																							X	
Requirements																																								
R1: Approved Programs															R1																									
R2: Required Instruction **Moved 'a – e' to Career Technical Training. Moved 'f' to Career Success/Workplace Skills and combined with similar requirements.**															R2	R22																								
R3: Employer Involvement															R4																									
R4: Job Shadowing															R5																									
R5: Relationships with National Training Contractors															R13																									

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R6: Advanced Training (AT) Programs Moved 'a – c' to Training Management. Deleted the first sentence, second sentence, a portion of the third sentence, and fourth sentence in R6.c. Deleted 'd.													R11																										X	
R7: Reporting/Documentation/Recordkeeping Combined 3.14.R7.a with 3.2 R6 and moved to Section 6.4 R7. Title was renamed 'Electronic Training Achievement Record (e-TAR) Recordkeeping'. Combined 3.14 R7.b with similar requirements and moved to Records Management R8. Title renamed 'e-TAR Student Portal Access'.																																		R8					
3.15 Concurrent Training																																							

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Purpose / **Deleted**																																							X	
Requirements																																								
R1: General / **Title renamed 'Concurrent Training'.**													R12																											
R2: Other Training Provider (OTP) Programs													R13																											
R3: Advanced Career Training (ACT) Programs													R14																											
R4: Reporting/Documentation/ Recordkeeping / **Combined with similar requirements.**																																			R11					
3.16 Information Technology																																								
Purpose / **Deleted**																																							X	
Requirements																																								
R1: Applied Information Technology / **Deleted 'a' and 'b'.**																R17																							X	
R2: Computer-Based Learning / **Deleted 'a' and 'b'.**																R18																							X	

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Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R3: Microsoft Office The first sentence of Section 3.16 R3 and Section 3.16 R4 are combined into one section. Deleted 'a – d'.																R19																							X	
R4: Internet Proficiency The first sentence of Section 3.16 R3 and Section 3.16 R4 are combined into one section. Deleted 'a – e'.																R19																							X	
R5: Business Technology The first sentence of Section 3.16 R5 and Section 3.16 R6 are combined into one section. Deleted 'a – e'																R20																							X	
R6: Business Etiquette The first sentence of Section 3.16 R5 and Section 3.16 R6 are combined into one section. Deleted 'a – c'																R20																							X	
3.17 Residential Living																																								

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Purpose **Deleted**																																							X	
Requirements																																								
R1: Student Self-Management Skills Development								R1																																
R2: Supervision of Student Living Areas								R2																																
R3: Delivery of Services to Students **Title renamed, ' Delivery and Coordination of Services to Students'**																					R31																			

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R4: Reporting/Documentation/Recordkeeping A new 'a' was created and subsequent letters advanced one letter (a,b,c,d). Moved new 'a' and 'b' to Program Management. Moved new 'c', and 'd' to Records Management. Title renamed 'Community Living (Residential) Reporting/Documentation/Recordkeeping'.																					R31														R15					
3.18 Wellness																																								
Purpose **Delete**																																							X	
Requirements																																								
R1: Required Instruction Title renamed, 'Required Instruction for Health and Well-Being'.																R21																								

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R2: Reporting/Documentation/ Recordkeeping **Combined with similar requirements.**																																			R11					
3.19 Recreation and Leisure Time Activities																																								
Purpose **Deleted**																																							X	
Requirements																																								
R1: Planning **Title renamed 'Recreational Planning'.**								R3																																
R2: Recreational Activities								R4																																
R3: Community Service Projects								R6																																
R4: Supervision **Title renamed, 'Recreation Supervision'.**								R5																																
R5: Water Safety Training **Moved 'a', 'c', 'd', and 'e' to Community Living (Residential). Moved 'b' to Records Management and combined with similar requirements.**								R7																											R11					

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R6: Use of Videos Title renamed 'Use of Movies'.								R8																																
R7: Leisure Time Employment								R9																																
3.20 Student Government and Leadership																																								
Purpose Deleted																																							X	
Requirements																																								
R1: Student Government Association (SGA)																R6																								
R2: Student Leadership																R5																								
R3: Student Benefit Fund							R10																																	
R4: Reporting/Documentation/ Recordkeeping Combined with similar requirements.																																			R11					
3.21 Driver Education																																								
Purpose Deleted																																							X	
Requirements																																								

Original PRH Chapter 3, Sections and Requirements	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services				4.0 Placement Services				5.0 Management Services											6.0 Administrative Support Services							Other	
KEY Light Gray - Designation not applicable, no "x" required *Resources- Located on the PRH Website. Files are not part of the PRH policy. Forms- Located on the PRH Website. Files are part of the PRH policy.	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R1: Required Instruction Combined with similar requirements. Title renamed, 'Activities for Driver's License Attainment'.																R22																								
R2: Assistance for Students with Revoked or Suspended Licenses Combined with similar requirements.																R22																								
R3: Payment of Fees Combined with similar requirements.																R22																								
R4: Reporting/Documentation/ Recordkeeping Combined with similar requirements.																																			R11					
3.22 Career Transition Readiness																																								
Purpose Deleted																																							X	
Requirements																																								
R1: Separation Status Deleted.																																							X	

Original PRH Chapter 3, Sections and Requirements / **Realigned PRH Chapter and Section Titles**

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
R2: Job Search Skills Combined with 2.6 R2 and moved to Career Success/Workplace Skills.																R23																								
R3: Placement Readiness							R5																																	
R4: Job Search Credentials																R25																								
R5: Transitional Needs Assessment																R24																								
R6: Career Pathway Development																R26																								
R7: Transition Resources and Services																R27																								
Exhibits																																								
Exhibit 3-1 Infraction Levels, Definitions, and Appropriate Center Actions											Exhibit 2-1																													
Exhibit 3-2 Requirements for the Conduct of Fact-Finding Boards											Exhibit 2-2																													

Crosswalk: Original PRH Chapter 3, Sections and Requirements → Realigned PRH Chapter and Section Titles

KEY
Light Gray - Designation not applicable, no "x" required

*Resources- Located on the PRH Website. Files are not part of the PRH policy.

Forms- Located on the PRH Website. Files are part of the PRH policy.

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Exhibit 3-3 Menu of Progressive Discipline Interventions and Sanctions for Minor Infractions									Exhibit 2-3																															
Exhibit 3-4 Work-Based Learning Program Agreement Template Section 3.8 R3 a - b and Section 3.8 R4 a - d are incorporated.															Exhibit 3-1																									
Exhibit 3-5 Infraction Crosswalk Deleted. The new infraction policy has been in place for several years.																																							X	
Exhibit 3-6 Job Corps Career Technical Training Programs Student/Teacher Ratios																										Exhibit 5-5														
Exhibit 3-7 New Educational Functioning Level Descriptors for Adult Basic Education (ABE)														Exhibit 3-2																										
Exhibit 3-8 Documentation of 60 Hours of Instruction														Form 3-07																										

Original PRH Chapter 3, Sections and Requirements	Realigned PRH Chapter and Section Titles																																									
	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services				4.0 Placement Services				5.0 Management Services											6.0 Administrative Support Services							Other	
KEY Light Gray - Designation not applicable, no "x" required *Resources- Located on the PRH Website. Files are not part of the PRH policy. Forms- Located on the PRH Website. Files are part of the PRH policy.	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Appendices																																								
Appendix 301 Tests of Adult Basic Education (TABE) Requirements and Instructions													Appendix 301																												
Appendix 302 Memorandum of Understanding Between the NTC and Center Contractor **Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.**																																							X	
Appendix 302a Memorandum of Understanding – Home Builders Institute (HBI) **Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.**																																							X	
Appendix 302b Memorandum of Understanding – International Masonry Institute (IMI) **Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.**																																							X	

Original PRH Chapter 3, Sections and Requirements	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services				4.0 Placement Services				5.0 Management Services											6.0 Administrative Support Services							Other	
	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Appendix 302c Memorandum of Understanding – International Union of Operating Engineers National Training Fund (IUOE NTF) **Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.**																																							X	
Appendix 302d Memorandum of Understanding – International Union of Painters & Allied Trades (IUPAT) **Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.**																																							X	

KEY
Light Gray - Designation not applicable, no "x" required

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Forms- Located on the PRH Website. Files are part of the PRH policy.

Original PRH Chapter 3, Sections and Requirements	Realigned PRH Chapter and Section Titles																																								
	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services					4.0 Placement Services					5.0 Management Services													6.0 Administrative Support Services								Other	
KEY Light Gray - Designation not applicable, no "x" required *Resources- Located on the PRH Website. Files are not part of the PRH policy. Forms- Located on the PRH Website. Files are part of the PRH policy.	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Appendix 302e Memorandum of Understanding – National Plastering Industry's Joint Apprenticeship Trust Fund (NPIJATF) Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.																																							X	
Appendix 302f Memorandum of Understanding – Transportation-Communications International Union – International Association of Machinists and Aerospace Workers Job Training Fund, Inc. (TCU-IAM) Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.																																							X	

KEY
Light Gray - Designation not applicable, no "x" required

*Resources- Located on the PRH Website. Files **are not** part of the PRH policy.

Forms- Located on the PRH Website. Files are part of the PRH policy.

Original PRH Chapter 3, Sections and Requirements	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Appendix 302g Memorandum of Understanding – United Automobile Workers – Labor Employment and Training Corporation (UAW-LETC) **Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.**																																							X	
Appendix 302h Memorandum of Understanding – United Brotherhood of Carpenters National Job Corps Training Fund, Inc. (UBC NJCTF) **Deleted. Educational Services has relocated this appendix to the Job Corps Community Website.**																																							X	
Appendix 303 Career Technical Skills Training (CTST)																					Appendix 508																			

Original PRH Chapter 3, Sections and Requirements | **Realigned PRH Chapter and Section Titles**

KEY
Light Gray - Designation not applicable, no "x" required

*Resources- Located on the PRH Website. Files are not part of the PRH policy.

Forms- Located on the PRH Website. Files are part of the PRH policy.

Original PRH Chapter 3, Sections and Requirements	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services				4.0 Placement Services				5.0 Management Services											6.0 Administrative Support Services							Other	
	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Appendix 303a Career Technical Skills Training (CTST) Instructions for Completing CTST Form **Deleted. The instructions are part of the the FNC/CRA/CTST CDSS Application.**																																							X	
Appendix 303b CTST Sample Project Descriptions **Resources hyperlink on the PRH Website**																																								X
Appendix 304 Guidelines for the Accreditation of Job Corps' High School Programs														Appendix 302																										
Appendix 305 Checklist for Exemption From Tests of Adult Basic Education for Students With Documented Cognitive Disabilities – and Form for Request for a Disability Waiver From TABE Testing														Appendix 303																										

Original PRH Chapter 3, Sections and Requirements	Realigned PRH Chapter and Section Titles																																										
	1.0 Enrollment Services						2.0 Student Support Services						3.0 Student Training Services				4.0 Placement Services				5.0 Management Services											6.0 Administrative Support Services							Other	
	1.1 Outreach & Recruitment	1.2 Eligibility	1.3 Career Guidance & Assessment	1.4 Enrollee Selection	1.5 Center Applicant File Review	1.6 Assignment & Departure	2.1 Counseling	2.2 Community Living (Residential)	2.3 Health Services	2.4 Disabilities	2.5 Student Conduct	2.6 Evaluation of Student Progress	3.1 Training Management	3.2 Academics	3.3 Career Technical Training	3.4 Career Success/Workplace Skills	4.1 Eligibility for Services	4.2 Graduate Services	4.3 Former Enrollee Services	4.4 Transition Services	5.1 Program Management	5.2 Personnel	5.3 Safety & Security	5.4 Significant Incidents	5.5 Procurement	5.6 Property	5.7 Financial Management	5.8 Facility Operations & Maintenance	5.9 Environment & OSH	5.10 Food Services	5.11 Media	6.1 Leave & Absences	6.2 Enrollments, Transfers & Separations	6.3 Allowances & Allotments	6.4 Records Management	6.5 Rights	6.6 Clothing	6.7 Transportation	Delete	*Resources
Appendix 306 Career Technical Training Change Request Guidelines															Form 3-01																										
Appendix 307 Career Technical Training Change Request Form															Form 3-02																										
Appendix 307a Abbreviated CTT Change Request/Program/TAR Code Request Form															Form 3-02a																										
Appendix 308 Acceptable Work-Based Learning Activities															Appendix 304																										
Appendix 309 OTP Program Code Request Form															Form 3-03																										
Appendix 310 Career Technical Training Credential Request Guidelines															Form 3-04																										
Appendix 311 Career Technical Training Credential Request Form															Form 3-05																										
Appendix 312 CTT Credential Appeal Form															Form 3-06																										