

May 20, 2008

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 07-38</b>
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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 NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

**SUBJECT:** English Language Learner Online Administrative Data Collection

1. Purpose. To inform the Job Corps community that the National Office of Job Corps will conduct an English Language Learner (ELL) online administrative data collection, to better understand the needs of ELL students, the types of services currently being provided to ELL students, and the gaps remaining for centers to improve support for their ELL students.

2. Background. Under Title VI of the Civil Rights Act and Executive Order 13166, the Job Corps program is required to provide language assistance to ELL students to ensure meaningful access and participation in the Job Corps program. In the past, ELL students were assigned to designated English as a Second Language (ESL) centers, where services are in place to meet the needs of these students. In order to broaden the career technical training choices available to ELL students, and thus provide equal training opportunities for these students, all Job Corps centers are now required to have a plan to serve ELL students assigned to their centers.

An ELL Strategic Plan and Web site were developed to assist outreach, admissions, and center staff in recruiting, retaining, and serving ELL students. The ELL Web site contains numerous resources to ensure that all centers provide consistent ELL services nationwide and are in full compliance with all current, applicable federal regulations. The ELL Web site is: <http://jccdr.jobcorps.gov/ELL/>.

PRH Change Notice No. 06-02, dated August 14, 2006, required all Outreach and Admissions/Career Transition Services (OA/CTS) contractors and centers to develop and implement ELL Readiness and Outreach/Public Education Plans and include them as part of

their center's overall Career Development Services System (CDSS) Plan. These plans should have been submitted to the Regional Office for review and approval, in accordance with PRH Chapter 5, Section 5.1, R3.c. Also, in accordance with Program Instruction No. 07-24, dated February 4, 2008, a copy of these plans should have been submitted to the National Office.

3. Action. All Job Corps Center Directors or designee are asked to complete the ELL Online Administrative Data Collection Form **no later than June 20, 2008.** The form can be found at (<http://www.zoomerang.com/Survey/?p=WEB227PDZFGKEK>). A PDF version of the data form is attached for your review. It is highly recommended that you download, print the form, and carefully read the instructions.

Addresses are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. June 20, 2008.

5. Inquiries. Inquiries regarding the ELL program should be directed to Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov). Inquiries regarding the Online Administrative Data Collection Form should be directed to Janis Pearson at (888) 886-1303, ext. 7274, or [pearson.janis@jobcorps.org](mailto:pearson.janis@jobcorps.org).

Attachment

PDF Copy – ELL Administrative Data Collection Form