

June 16, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-39
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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

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

SUBJECT: Introduction of the Tests of Adult Basic Education Complete Language Assessment System - English

1. Purpose. To inform the Job Corps community of the use of the Tests of Adult Basic Education (TABE®)¹ Complete Language Assessment System - English (CLAS-E) assessment to support English language learners (ELLs).
2. Background. Job Corps serves over 6,000 ELL students annually who speak a wide variety of languages. CLAS-E accurately assesses English level proficiency levels through in-class assessments. The use of CLAS-E does not impact the current policy requiring the administration of TABE 9/10 within a student's first 21 days on center. However, if used prior to the first TABE test, the CLAS-E assessment results can assist centers in assuring that ELL students are being administered the appropriate level of TABE 9/10. CLAS-E results will not be reported in the Center Information System (CIS) and will not affect the Outcome Measurement System (OMS).
3. Selected Centers. Thirty centers were selected to receive funding for CLAS-E implementation based on students who reported participation in an ESL course on the Student Satisfaction Survey. The following centers will receive funds to purchase CLAS-E assessment, instructional, and professional development materials:

¹ Referred to hereafter as TABE (no copyright symbol).

Boston Region

Edison
Westover

Chicago Region

Cleveland
St. Louis
Paul Simon Chicago

Philadelphia Region

Charleston
Earle C. Clements
Keystone
Pittsburgh
Philadelphia
Potomac

Dallas Region

Albuquerque
Clearfield
David Carrasco
Gary
Laredo
Shreveport

Atlanta Region

Atlanta
Brunswick
Homestead
Mississippi
Turner

San Francisco Region

Hawaii
Inland Empire
Los Angeles
Phoenix
San Diego
Sierra Nevada
Tongue Point
Treasure Island

4. Materials and Funding. Attachment A is a sample order form specifying the assessment and instructor materials to be purchased by centers. Funds will cover initial start-up for selected centers. The implementation of CLAS-E will not require additional resources outside of a center's current ESL program. Additional information will be provided directly to the centers listed above regarding purchasing.

5. Action.

- a. Addressees at centers selected to receive TABE CLAS-E materials are to ensure that this Program Instruction is distributed to all appropriate staff. Additionally, centers should follow the TABE CLAS-E Implementation Guidelines (Attachment B).
- b. Funds will be available for regions to modify center contracts **by June 30, 2008.**
- c. Selected centers must purchase and implement CLAS-E **by August 1, 2008.**
- d. Selected centers must identify a point of contact who will be asked to provide information to the National Office to evaluate the efficacy of CLAS-E.
- e. The National Office will be issuing further guidance with regard to TABE testing of students identified as ELL after study.

6. Expiration Date. Until superseded.

7. Inquiries. Inquiries should be directed to Chris McLaren at mclaren.christopher@dol.gov or Tracey Cooley at cooley.tracey@jobcorps.org.

Attachments

A – TABE CLAS-E Sample Order Form

B – TABE CLAS-E Implementation Guidelines