

December 18, 2014

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 14-19

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: LENITA JACOBS-SIMMONS
 National Director
 Office of Job Corps

SUBJECT: High School Equivalency (HSE) Center Updates

1. Purpose. To get a status update of centers' HSE testing transitions during 2014.
2. Background. In 2012, Job Corps began a large-scale transition from the GED 2002 to three new HSE tests – GED 2014, HiSET and TASC. The transition continues as states continue to change and add HSE test options and test developers issue new test versions as they create closer alignment to the Common Core State Standards. A high school diploma remains the preferable credential for Job Corps students. However, centers must also provide effective HSE programs as an option for students. This Program Instruction Notice seeks to ascertain the effectiveness of HSE programming on centers, the challenges centers may face, and student performance outcomes for HSE attainment.
3. Action. Centers must complete an online survey providing a status update of their HSE programming and student outcomes. To complete the survey, open a Web browser and copy and paste the following address: <https://www.surveymonkey.com/s/PPNJHBL>

Please contact the Technical Assistance Center at 800-598-5008 if you encounter difficulties.

Surveys must be completed by **Friday, January 16, 2015.**

As a reference, the survey questions are provided below.

- Which test(s) does your center offer?
- In terms of overall test difficulty, is it your opinion that students are finding the new tests (GED 2014, HiSET and TASC) easier, the same or harder than the GED 2002? Please respond by test if your center offers more than one test.

- How many students were enrolled in your HSE program between January and September 2013?
- How many HSE certifications were awarded during this period?
- How many students were enrolled in your HSE program between January and September 2014?
- How many HSE certifications were awarded during this period?
- Based on quantitative data such as practice-test scores, actual test scores and number of test retakes, rate the level of difficulty students are having in obtaining passing scores in each of the following test sections (Scale of 1 to 5: 1= low difficulty; 3 = moderate difficulty; 5 = high difficulty).
 - 2014 GED
 - Reasoning Through Language Arts Section 1
 - Reasoning Through Language Arts Section 2
 - Reasoning Through Language Arts Section 3
 - Mathematical Reasoning
 - Social Studies
 - Science
 - HiSET
 - Language Arts Reading
 - Language Arts Writing
 - Mathematics
 - Social Studies
 - Science
 - TASC
 - Reading
 - Writing
 - Mathematics
 - Science
 - Social Studies
- Has your center had to change its HSE program due to the new HSE test(s)? If so, please describe the changes by HSE test.
- Because of changes in HSE testing, has your center placed greater emphasis on enrollment in traditional high school diploma programs? If so, please describe enrollment shifts, additions or changes in service providers, and/or other actions that illustrate greater emphasis.

- In your HSE Planning & Expenditures Workbook, you detail the resources your center procured to support HSE preparation. What resources have been the most helpful? Which resources have been the least helpful?
 - Have shifts to new HSE test(s) created a need for your center/operator to make changes in professional development providers, scheduling, materials, etc.? If so, please describe these changes.
 - What additional support can the National Office provide (e.g., professional development, technology-based enhancements, etc.) to assist you in preparing students for the new HSE tests?
5. Expiration Date. January 30, 2015.
6. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102 or chowning.john@dol.gov.