

September 1, 2015

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 15-04</b>
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**TO:** 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:** Policy and Requirements Handbook (PRH) Appendix 304,  
“Guidelines for the Accreditation of Job Corps High School Programs”

1. Purpose. To reiterate the requirement that High School Diploma (HSD) programs meet Appendix 304 accreditation requirements, and to notify the field that Griggs International Academy Online High School is no longer accredited by the Distance Education Training Council, and therefore, does not meet the Appendix 304 requirement.

2. Background. The Workforce Innovation and Opportunities Act in Subtitle C – Job Corps, Sec. 141 charges Job Corps with assisting eligible youth in obtaining *secondary diplomas*. To meet this charge, operators and centers are increasingly using online private or public HSD programming.

Increased dependence on HSD programming requires consistent monitoring of online HSD program quality to ensure centers are using HSD providers that meet Appendix 304 accreditation requirements. That, in turn, ensures educational quality and provides Job Corps graduates with access to institutions of higher education.

3. Action. There are three online HSD programs that meet Appendix 304 accreditation requirements: James Madison High School; New Learning Resources Online (New Summit School-New Learning Resources School District); and Penn Foster High School. Center operators should ensure their HSD providers are in compliance. Centers currently using Griggs International Academy Online High School should immediately transition to a HSD program that meets Appendix 304 requirements.

4. Expiration Date. Until superseded.

5. Inquiries. Questions about this Information Notice should be addressed to Chris Conboy at (202) 693-3093, [conboy.chris@dol.gov](mailto:conboy.chris@dol.gov); or Kristen Johnson at (202) 693-8014, [johnson.kristen@dol.gov](mailto:johnson.kristen@dol.gov).