



September 13, 2022

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-08

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
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
 ALL CENTER USERS
 UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
 FOREST SERVICE JOB CORPS NATIONAL OFFICE

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: New TABE Baseline for Returning Students to Address Learning Loss

1. Purpose. To address possible learning loss that occurred for students during distance learning by establishing new baseline literacy and numeracy levels and modifying schedules and supports accordingly.
2. Background. The COVID-19 pandemic necessitated a worldwide shift to distance learning. Numerous national studies and reports suggest that students have paid a heavy price in lost learning as they and their instructors struggled to adapt to this new methodology and address attendance, engagement, and technology challenges. As students returned to the classroom, educational institutions determined the need to assess and mitigate students' learning gaps. The COVID-19 pandemic undoubtedly impacted Job Corps students, as students were sent home, resulting in a pause in in-person instruction.
3. Action.

Centers must:

- Reassess students returning from distance learning to establish a new baseline Tests of Adult Basic Education (TABE) score.
- The new baseline TABE test requirements are only relevant to active students who were at Job Corps prior to COVID-19 and have since returned to campus. For impacted students, baseline tests in literacy and numeracy must be administered:

- within 30 calendar days of the student's return to the center for students who were affected by center closures and have not yet returned to the center, or
- within 30 calendar days of this notice if the student is already on center and has not yet been re-tested.

The first follow-up TABE tests given should be treated as baseline tests for returning students who have already been re-tested. The schedules and coursework must be modified within 30 calendar days of this notice (if they have not been already, and if subsequent follow-up testing has not returned the students' EFLs to pre-COVID levels). Follow-up tests given through remote proctoring during distance learning can also serve as baseline tests as long as they were given no more than 60 calendar days before a student returned to the center.

This guidance does not replace any Policy and Requirements Handbook (PRH) TABE requirements, including those regulating follow-up testing. Follow-up testing should continue throughout a student's tenure at 90 days intervals until required scores are met and only after 60 hours of instruction. Instruction that occurred via distance learning counts toward these hours of instruction. New students must continue to test within their first 21 days unless approved English Learner tests indicate that basic English comprehension skills have not been acquired (see PRH 3.2 R2. k. and Appendix 301).

No exemptions or waivers will be accepted for these requirements. The Regional and National Offices of Job Corps will leverage data from CIS and JCDC to verify returning students' test outcomes. Centers may be asked to provide evidence of schedule changes and other strategies to address learning loss for impacted students if this is not evident in scheduling screens and Case Notes.

4. Effective Date. Immediately
5. Expiration Date. Until superseded.
6. Inquiries. Questions about this PIN should be addressed to Andrea Sparks-Brown (SparksBrown.Andrea@dol.gov).