



January 26, 2023

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-10

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: High School Diploma (HSD) and High School Equivalency (HSE) Integrity Processes and Procedures

1. Purpose. To share new HSD and HSE processes, procedures, and reports that should be used by the Job Corps community to strengthen academic integrity in order to add uniformity, increase fairness, and ensure students are prepared to enter viable career pathways.
2. Background. As outlined in the Policy and Requirement Handbook (PRH), center operators determine the HSD/HSE providers and establish partnership agreements reviewed by the Regional and National Offices (PRH 3.2 R7).

Job Corps center operators must make every effort to ensure that the execution of these HSD/HSE programs lead to students acquiring secondary-level skills in literacy, numeracy, science, social studies, and writing and that these completions are an accurate reflection of a student's efforts and abilities. Cheating and other integrity violations call results into question.

On September 25, 2019, the Office of Inspector General (OIG) issued Final Audit Report No. 26-19-001-03-370 *Job Corps Should Do More to Prevent Cheating in High School Programs*. The report recommended that Job Corps develop a system to identify high school program implementation that may have integrity concerns and/or cheating incidents. It specifically suggested that the Job Corps program flag HSD/HSE completions that may require further review based on the following risk indicators:

- diplomas or equivalent earned too quickly, "such as under 60 days"
- diplomas or equivalent earned despite a high number of class absences
- diplomas or equivalent earned by students who still tested at a low grade level for basic skills

In December 2020, Job Corps made reports available in the Center Information System (CIS) so that centers could self-monitor HSDs and HSEs flagged for the above reasons.

On March 15, 2022, Job Corps released PRH Change Notice No. 21-05. This notice strengthened policy requirements related to cheating and integrity. On the same date, Job Corps released PIN 21-09 which described requirements related to Academic Continuous Improvement Plans (A-CIPs).

Ongoing Monitoring

The Regional and National Offices will monitor programs with an excessive number of diplomas flagged for possible integrity concerns. Centers may be asked to provide supporting documentation related to flagged completions. If flagged completion results cannot be justified, the center may be placed on an A-CIP. As stated in the updated policy released on March 15, 2022, HSD/HSE completions found to be earned via cheating may result in contractual remedies and Outcome Measurement System corrections.

3. Action. Center operators shall:
 - Self-monitor completions for integrity using all available methods, including the CIS HSD/HSE integrity reports found under Menu > Training > Academic > Reports.
 - Provide supporting documentation related to flagged diplomas and equivalency certificates upon request.
 - Collaborate with the respective regional office in the development of new integrity procedures if a program is identified as having an excessive number of unjustified flagged diplomas and/or is placed on an A-CIP.
4. Effective Date. Immediately.
5. Expiration Date. Until superseded.
6. Inquiries. Questions about this Instruction Notice should be addressed to Andrea Sparks-Brown SparksBrown.Andrea@dol.gov.