



January 27, 2023

**DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-11**

TO: ALL JOBCORPS 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

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Torres  
Date: 2023.01.27  
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Rachel Torres

SUBJECT: My Pathway to Achieving Career Excellence (MyPACE) Staff Certification Exam:  
Level II and Level III

1. Purpose. To notify Job Corps center operators that the MyPACE Level II and Level III certification exams are now available and must be successfully completed and passed by the designated staff outlined in this notice to satisfy the requirements for initial certification and annual recertification of Exhibit 5-4 of the Policy and Requirements Handbook (PRH).
2. Background. From March 6 through April 10, 2020, the Level II and Level III MyPACE certification exams were piloted among 14 centers across all six regions. The Level II and Level III MyPACE certification exams are now available to all centers. There is no exam for Level I competency compliance, which is evaluated at the center level.

Staff certification requirements. Certification requirements are determined by each staff member's designated role in the career pathway planning process. Exact job titles that correlate to the MyPACE exams may vary by center.

The Level II certification exam is for staff who evaluate and approve a student's career plans. It requires a detailed understanding of the policies related to career plans as well as the critical thinking skills an evaluator needs to ensure that student career plans meet the criteria outlined in Office of Job Corps (OJC) policy. Level II certification completers include:

- Career Management Team Transition panel members (CPP to CDP, CDP to CTP)
- Training Advisory Pathway (TAP) Team members

The Level III certification exam is for center staff who are involved in teaching or overseeing the teaching of the MyPACE curriculum, including the lesson plans, online platform tasks, and associated resources. It requires a detailed understanding of the lessons and the online platform, as well as the critical thinking skills a MyPACE instructor needs to help students develop well-informed, individualized, and feasible career plans. Any center staff whose role includes being deeply familiar with the MyPACE platform is subject to the Level III exam. Level III certification completers include:

- Career Preparation Period (CPP) MyPACE instructors
- Back-up MyPACE instructors
- CPP managers

3. Action. The Level II and Level III MyPACE Certification exams are available on the Job Corps Learning Management System (LMS).

- All center staff who teach or oversee the MyPACE CPP curriculum are required to take and pass the Level II and III certification exam by **February 17, 2023**. All staff are subject to the certification process to take and pass the applicable level(s) each program year to maintain their certification.
- All new staff hired to teach or oversee the MyPACE CPP curriculum are required to take and pass the Level II and III certification exam within the first 90 days of hire.
- To maintain their certification, all center staff who teach or oversee the MyPACE CPP curriculum are required to take and pass the Level II and III certification exam at the beginning of each program year.

Specific actions necessary to complete the exam process are described below:

**Examinees: Prepare for, take, and pass the exam**

1. Log in to the Job Corps staff training learning management system (LMS) (Meridian). The attached guide will assist new users with logging in and locating the appropriate staff certification exam.
2. Prepare for the exam by completing the training provided by your center operator.
3. Complete the exam on or before the appropriate date listed above. The exam will immediately be autoscored.
4. For passing scores:
  - a. Certificates of completion are available and may be downloaded and printed from the Transcript menu. The attached Startup Guide has instructions on how to print or save certificates. Keep a copy of the certificate for your records and forward a copy to your Human Resources department for your personnel file.
5. For non-passing scores:
  - a. Staff can retake the exam multiple times until the exam is passed. Staff who still need to pass the exam may continue in their role as a CPP Instructor as they continue to retake it. However, after three attempts, staff who have not passed the exam must receive support from their corporate office to ensure that the training contents are understood and applied in the classroom, with the exam passed in accordance with corporate training requirements.

Further information about the certification exams can be accessed on the Job Corps Community Website under the MyPACE tab.

**Center Management:** Ensure that current staff involved in *teaching or overseeing the instruction* of the MyPACE curriculum are Level III certified, with all staff involved in *evaluating and signing student career plans* Level II certified, by February 17, 2023. As shown in PRH Exhibit 5-4, all new staff must be certified at the appropriate level within 90 days of hire.

**Pursuant to PRH 5.2, R9. Staff Training Documentation, centers must maintain up-to-date records of training completed by each employee and ensure that certification deadlines are met:**

1. Passing certificates must be available for audit during center assessments or other data calls.
2. Appropriate departments must ensure that new hires successfully complete and pass the appropriate certification exam within 90 days of hire.
3. Appropriate departments must ensure all employees are recertified annually at the beginning of each program year, in accordance with Exhibit 5-4 Required Staff Training. Recertification should be completed annually within the month of July, unless the individual was hired and passed the initial exam within the last 90 days.
4. Expiration Date. Until superseded.
5. Inquiries. Questions about this Program Instruction Notice should be addressed to Andrea Kyle (kyle.andrea@dol.gov) or 202-693-3008.