



April 11, 2025

**DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 24-10**

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

**FROM:** ERIN MCGEE  
Acting Administrator  
Office of Job Corps

**SUBJECT:** Removal of the Policy and Requirements Handbook (PRH) Requirements for Dedicated Career Transition Readiness Services

1. **Purpose.** This Program Instruction Notice implements forthcoming changes to the Policy and Requirements Handbook (PRH) to remove requirements for all Job Corps centers to have dedicated Career Transition Readiness (CTR) instruction that the program concludes are redundant of other counseling services. Effective April 14, 2025, Job Corps centers are no longer required to provide dedicated CTR instruction, counseling, or support, to carry out PRH 3.4, Career Success/Workplace Skills, R23, R25, and R27(c). Instead, required readiness for Career Transition Services instruction and counseling will be provided under PRH sections 2.1 R3, Career Assessment and Counseling, and R5, Placement Readiness. A PRH Change Notice is forthcoming to ensure that the PRH reflects this change.
2. **Background.** Dedicated CTR instruction has historically been provided during the last phase of the Job Corps program before a student separates from the program. This CTR instruction is designed to help students transition successfully from Job Corps into the workforce, higher education, or the military. CTR staff provide, at least 45 days prior to projected graduation, job search skills. Center staff are also required to assess and counsel students to determine their capabilities and review job search skills and strategies prior to graduation. See PRH 3.4 R23.

The Office of Job Corps (OJC) reviewed the services provided by dedicated CTR staff and found multiple instances (e.g., PRH 2.1 R3, Career Assessment and Counseling and R5, Placement Readiness) of redundancy which necessitated removal of certain PRH requirements. In addition, CTR instruction has faced persistent implementation challenges and underutilization as evidenced by results from the Job Corps Student Experience Assessment (SEA).

OJC concluded that CTR services are redundant with other career preparation and counseling services and as such eliminating these PRH requirements will not significantly impact the delivery of services needed to prepare students for careers after Job Corps. Centers will instead deliver these services through the career assessment and counseling and placement readiness services required in PRH Chapter 2.1, R3 and R5. This decision empowers centers to optimize their operational capacity while continuing to support students effectively.

3. Action. Effective April 14, 2025, center operators do not need to implement PRH sections 3.4, R23, R25, and R27(c) which require dedicated CTR:
  - Centers are no longer required to implement PRH 3.4 R23, which requires that centers have CTR instruction which initiates or supports pre-graduation job search efforts.
  - Centers are no longer required to implement PRH 3.4 R25, which requires that centers must assist students in assembling documents necessary for obtaining placement in the student's career pathway mid-term goal, including originals of personal documents and those credentials that document the student's accomplishments.
  - Centers are no longer required to implement PRH 3.4 R27(c), which requires that centers develop resources to meet transitional support needs.
4. Effective Date. April 14, 2025.
5. Expiration Date. Until superseded or rescinded.
6. Inquiries. Direct inquiries to the appropriate Regional Director.