

January 15, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 09-18 AND RELATED PAG CHANGES</b>
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**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

**FROM:** LYNN A. INTREPIDI  
Interim National Director  
Office of Job Corps

**SUBJECT:** PRH Chapter 3, Appendices 301 and 305, and Chapter 6: Reasonable Accommodation for Students With Disabilities for Student Training and Tests of Adult Basic Education (TABE); TABE Waivers; and Student Record Keeping  
and  
Related Changes in PAG Chapters 3 and 6

1. Purpose. To update Job Corps policies in the Policy and Requirements Handbook (PRH) and related parts of the Program Assessment Guide (PAG) regarding (1) accommodation for students with disabilities in training and TABE; (2) TABE waivers; and (3) student record keeping.

2. Background. The requirements described in this Change Notice were established in follow-up to policies regarding the online TABE 9/10 (referred to in PRH Change Notice 07-03), and guidance outlined in Job Corps Program Instruction 08-26 on reasonable accommodation. To improve access to training programs for students with disabilities, Job Corps has recognized the need to improve student accommodation in student training, work-based learning, concurrent training, concurrent high school and GED training, certification and licensing exams, and career transition programs. In addition, following the transition to TABE 9/10 online, Job Corps has identified the need for policy clarifications with regard to providing students with disabilities the appropriate test accommodations and TABE waivers. As detailed below, changes have also been made in requirements for student record keeping regarding high school transcripts and documentation of special education services.

3. References. Other documents related to this directive include the April 20, 2009 CIS Release Notes, October 19, 2009 CIS Release Notes, and Program Instruction 09-25, “New CIS Disability Data Collection and Reasonable Accommodation Processes” (November 17, 2009).

4. Explanation of PRH Changes. The following changes in PRH Chapter 3 (Career Development Period) have been made to allow students with disabilities to have appropriate access to certification and licensing exams, student training, work-based learning, concurrent training, concurrent high school/GED programs, and career transition services:

- a. In PRH Section 3.2 (Administration and Management of Career Development Services), R5.a was modified to include a provision requiring students with disabilities to be “informed of their right to request reasonable accommodation” for testing, certification, and licensing provided by the center.
- b. In PRH Section 3.6 (Center-Based Learning Standards), the item R1.g.6, “Self-advocacy skills for students with disabilities,” was added to the list of techniques for students to become independent learners.
- c. In PRH Section 3.8 (Work-Based Learning Standards), R1.b.4 was added to ensure that centers implement a structured WBL program that “provides reasonable accommodation for students with disabilities, as appropriate.” Also, R3.a.1(6) was included to specify that written WBL agreements with employers will be put in place to avoid discrimination “against students with disabilities and to provide reasonable accommodation as determined by applicable state and federal law.”
- d. In PRH Section 3.11 (High School Diploma and GED Certificate), R3.f was added to specify that high school and/or GED memorandums of understanding (MOUs) or contracts shall include “nondiscrimination clauses and commitments to adhere to all applicable state and federal laws with regard to students with disabilities (e.g., IDEA, Section 504 of the Rehabilitation Act, ADA, etc.).”
- e. In PRH Section 3.13 (Career Technical Training), R6.b.3 was added to ensure that in advanced training (AT) centers, “the operator must provide reasonable accommodation needs of students with disabilities, as appropriate.”
- f. In PRH Section 3.14 (Concurrent Training), R1.f and R2.b.4 were added, and R3.b.5 was modified, to require that reasonable accommodation needs of students applying and accepted into off-center training (OCT) programs and advanced career training (ACT) programs have been considered and provided, as appropriate.
- g. In PRH Section 3.21 (Career Transition Readiness), R2.g was expanded to ensure that information on “workers’ rights and responsibilities, including reasonable accommodation needs for employment, as appropriate” is provided to students to assist them with their job search skills development and strategies.

Appendix 301: TABE administration requirements and instructions in Appendix 301 were modified to include clarifications on annual training of TABE administrators; the role of the centers' interdisciplinary team (IDT) in determining TABE accommodations for students with disabilities; entry of testing accommodations in the Center Information system (CIS) by the disability coordinator or co-coordinator; appropriate documentation of disabilities requiring TABE accommodations; and the responsibility of the TABE administrator to complete information in the STS Test Accommodations window.

Appendix 305: Appendix 305 was modified to add and revise criteria for determining eligibility of students with disabilities for exemption from follow-up TABE testing. The corresponding "Form for the Request for a Disability Waiver From TABE Testing" was also modified.

Chapter 6: Guidance in establishing final documentation for student high school achievement was included in Chapter 6, Section 6.3 (Student Records Management), R3.a.4 to align with requirements in Chapter 3, Section 3.11, R4.b.2. The addition to Section 6.3 now states that student permanent records must include "final high school transcripts (if the students earned their diplomas from a center accredited as a degree-conferring high school), and supporting documentation on special education services, as applicable for students with documented disabilities."

5. Explanation of PAG Changes. PAG Chapters 3 and 6 have been updated to reflect, exactly, each of the changes outlined above in PRH Chapters 3 and 6.
6. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
7. Effective Date. January 15, 2010.
8. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101 or [fry.lynne@dol.gov](mailto:fry.lynne@dol.gov).

#### Attachments

- A – PRH Cover
- B – PRH Chapter 3
- C – Appendix 301
- D – Appendix 305
- E – PRH Chapter 6
- F – PAG Cover
- G – PAG Chapter 3
- H – PAG Chapter 6