

May 25, 2011

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 10-16 AND RELATED PAG CHANGES
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 3, Sections 3.7, 3.9, 3.10, 3.17 and 3.21; Exhibit 3-1; Appendix 301; Appendix 304: Health and Wellness Program; Academic, TABE Testing, and Career Success Standards Policies

1. Purpose. To revise and update requirements and policies in the Job Corps Policy and Requirements Handbook (PRH) and Program Assessment Guide (PAG), regarding:
 - a. the health and wellness program and career development; and
 - b. academic programs, Tests of Adult Basic Education (TABE) administration, and Career Success Standards.
2. Background. National Office of Job Corps health and wellness staff and regional health consultants recently conducted a review of existing health and wellness policies and requirements. Based on this review, the following revisions were made to enhance the efficiency, productivity, and effectiveness of the health and wellness program. In addition, the National Office reviewed and updated its academic, TABE testing, and Career Success Standards policies.
3. Explanation of Changes.
 - a. PRH Chapter 3
 - (1) Revised Section 3.7, Career Success Standards, as follows: In P1, replaced “norms driven culture” with “center culture.” Added the section R3, Center Culture.

- (2) Revised requirement R2 in Sections 3.9, Reading, and 3.10, Mathematics, by replacing “Tests of Adult Basic Education (TABE) Version 7/8” with “Tests of Adult Basic Education (TABE) 9/10.”
- (3) Revised Section 3.17, Wellness, P1, by adding the word “oral” to sentence.
- (4) Revised Section 3.17, R1.d, by adding “including relationship aggression” to subject.
- (5) Revised Section 3.17, R1, by adding the following subjects to list:
 - k. Sexual assaults
 - l. Sleep hygiene (guidelines to achieve restful sleep)
 - m. Oral disease prevention and oral hygiene instruction
- (6) Revised Section 3.21, Career Transition Readiness, R3 and R5, by including a requirement for identification of federal funding for advanced education, as appropriate.

b. Appendix 301

- (1) Added information on obtaining and storing audio versions of TABE tests for students with disabilities.

c. Appendix 304

- (1) Eliminated separate accreditation criteria for private high schools.
- (2) Revised the descriptions of the “North Central Association” and “Southern Association of Colleges and Schools” accrediting bodies.
- (3) Replaced the “Northwest Association of Accredited Schools” with “Northwest Accreditation Commission.”

d. Exhibit 3-1: Infraction Levels and Appropriate Center Actions

- (1) Revised Infraction Level II (8) by adding “bullying” to this specific infraction.
- (2) Revised Infraction Level III (5) by changing “medical” to “health and wellness” and adding “TEAP” to this specific infraction.

4. Explanation of PAG Changes. PAG Chapter 3 has been updated to reflect the changes outlined above. There are no other changes to the PAG.

5. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
6. Effective Date. May 25, 2011
7. Inquiries. Inquiries on the health and wellness policies should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov. Inquiries on academic, testing, and career success standards should be directed to Kristen Johnson at (202) 693-8014 or johnson.kristen@dol.gov.

Attachments

- A – PRH Cover
- B – PRH Chapter 3
- C – Exhibit 3-1
- D – Appendix 301
- E – Appendix 304
- F – PAG Cover
- G – PAG Chapter 3