

March 8, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 15-10</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:**

LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Policy and Requirements Handbook (PRH) Chapter 5, Section 5.2, R4; Exhibit 5-3; Chapter 6, Section 6.12; and Exhibit 6-5

1. **Purpose.** To revise current PRH standards by updating the credential/subcontract review process, including requests for waivers, prior to the hire of center health and wellness staff. To update minimum staff qualifications for the Trainee Employee Assistance Program (TEAP) Specialist.
2. **Background.** All centers must have properly qualified individuals in health and wellness positions to ensure that students are provided with safe, quality health and wellness services. Health practitioners must have active, unrestricted licenses and the ability to practice within their scope as defined by state and federal practice laws.

### **Health and Wellness Staff Credential/Subcontract Review Process Changes**

The credentials for all candidates seeking a health and wellness position must be reviewed and approved in advance of hiring. PRH Exhibit 6-5, Center Health Staffing Requirements, has been updated to include staff nurses, nurse practitioners/physician assistants, and dental assistants in the list of health and wellness personnel whose hire is subject to prior approval.

PRH Chapter 6, Section 6.12, R1 Staffing, and Exhibit 6-5 previously stated that the hiring of both contract and civilian conservation center health and wellness professionals was subject to the prior approval of the Regional Office, in consultation with the Regional Health Specialists. This process has been changed for civilian conservation centers. The hiring of health and wellness professionals for civilian conservation centers is now subject to the prior approval of the National Office of Job Corps, in consultation with the Regional Health Specialists. Credentials will now be sent to the National Office Health Unit. The process for

credential/subcontract review prior to the hiring of health and wellness professionals for contract centers remains with the Regional Office.

### **Health and Wellness Staff Waiver Request Process Changes**

Candidates seeking a health and wellness position must meet the minimum staff qualifications as outlined in PRH Exhibit 5-3, Minimum Staff Qualifications. Previously, PRH 5.2, R4, Staffing, permitted waiver requests for hiring health and wellness candidates who did not meet the minimum qualification levels listed in Exhibit 5-3. Waiver requests will no longer be granted for physicians, nurse practitioners/physician assistants, dentists, dental hygienists, or Health and Wellness Managers, as the minimum qualifications listed for these positions comply with professional practice laws and licensing.

Waivers for Center Mental Health Consultant (CMHC) and TEAP Specialist candidates are still available on a case-by-case basis, with new restrictions. All waiver requests must now be submitted to the National Office Health Unit for review, in consultation with the Regional Health Specialists. Regional Offices will no longer issue waivers for center health staff.

A one-time waiver from the National Office may be issued for the CMHC candidate with a master's degree or higher in behavioral health, and a license to practice independently in the state. This one-time waiver will only be considered after there is unsuccessful recruitment for a clinical/counseling psychologist or clinical social worker. The CMHC must meet all requirements for license renewal to maintain an active license as set forth by his/her state board. Those approved for the one-time waivers are not required to submit professional development plans. This one-time waiver covers the employment period, and does not have to be re-submitted unless the candidate is re-applying for the position after leaving. A copy of the waiver should be available for review during subcontract renewals and center assessments.

A one-year, one-time waiver from the National Office may be issued for a TEAP Specialist candidate who has not yet completed his/her credentialing/licensing requirements, but is able to do so within 1 year. In these circumstances, a waiver can be sought from the National Office to allow time to complete the credentialing/licensing process. The waiver submission must include a detailed professional development plan that outlines the necessary steps to be taken to achieve minimum qualification levels and the planned date of receiving the required credential or license. The National Office will determine if the professional development plan is achievable within the one-year timeframe. Once the TEAP Specialist has completed the credentialing/licensing process, a copy of the certification and license must be sent to the National Office for review. However, at the end of the year if the TEAP Specialist has not met the credentialing/licensing requirement, the waiver is terminated, and the staff member is no longer permitted to work on center in the TEAP Specialist capacity.

A copy of the waiver should be available for review during subcontract renewals and center assessments.

## **TEAP Specialist Minimum Qualifications Change**

The role of the TEAP Specialist is to provide comprehensive TEAP services, specifically, prevention and education services, and complete a comprehensive assessment of students who are at high risk of not completing the Job Corps program because of substance use. In order to ensure that centers are hiring qualified candidates, a modification to the minimum qualification requirements for the TEAP Specialist in PRH Exhibit 5-3 has been made to specify the requirement of a substance-abuse license or certification. If a currently employed TEAP Specialist does not meet this new requirement, a waiver request should be submitted to the National Office with a detailed professional development plan. In order for the National Office to approve the waiver, the current TEAP Specialist must be able to complete the required substance-abuse credentialing/licensing within a year of the new waiver being issued.

3. Explanation of PRH Changes. PRH changes are as follows:

a. Changed Chapter 5, Section 5-2, R4: Staff Qualifications by:

1. Deleting (b5): “Centers must request a waiver from the Regional Office prior to hiring the following health and wellness positions if the minimum requirements set forth in Exhibit 5-3 are not met: physician, nurse practitioner/physician assistant, dentist, dental hygienist, TEAP Specialist, Health and Wellness Manager, and Mental Health Consultant. (1)

Regional Health Specialists shall review all such waivers prior to Regional Office approval/denial of the request.

The waiver must include a professional development plan identifying the steps necessary to meet the minimum requirements within 1 year. If the professional development plan is not achieved within 1 year, the specific situation should be reviewed by the Regional Office. Waivers will not automatically be renewed on an annual basis.”

2. Deleting footnote (1): “For Mental Health Consultants with a master’s degree or higher in behavioral health and a license to practice independently in the state, a one-time waiver may be issued. Those approved for the one-time waivers will not be required to have a professional development plan. It is expected that providers will meet all requirements for license renewal as set forth by their state board.”
3. Adding (e): “Centers must request a waiver from the National Office prior to hiring the following health and wellness positions if the minimum requirements set forth in Exhibit 5-3 are not met:
  1. TEAP Specialist: A one-time, 1-year waiver for the TEAP Specialist must include a professional development plan identifying the steps necessary to meet the minimum

requirements within 1 year. A copy of the license or certification must be shared with the National Office once obtained. If the license or certification is not achieved within 1 year, the waiver is terminated, and the staff member can no longer serve as the TEAP Specialist.

2. Center Mental Health Consultant (CMHC): A one-time waiver may be issued for CMHCs with a master's degree or higher in behavioral health and a license to practice independently in the state. This one-time waiver will only be considered after there is unsuccessful recruitment for a clinical/counseling psychologist or clinical social worker. Those approved for the one-time waivers will not be required to have a professional development plan. Providers will meet all requirements for license renewal to maintain an active license as set forth by their state boards. The one-time waiver for the CMHC covers the hire period and is automatically renewed on an annual basis.”
  4. Adding (f): “Regional Health Specialists shall review all health and wellness staff waivers prior to National Office approval/denial of the request.”
- b. Changed Chapter 5: Exhibit 5-3, Minimum Staff Qualifications by:
1. Revising the qualifications for a TEAP Specialist to read “Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located” in Minimum Qualifications column.
- c. Changed Chapter 6: Section 6.12, R1, Staffing by:
1. Revising (b) to read, “For contract centers, employ or subcontract with medical, dental, TEAP, and mental health professionals who are subject to the prior approval of the Regional Office, in consultation with the Regional Health Specialists.”
  2. Adding (c) “For civilian conservation centers, employ or subcontract with medical, dental, TEAP, and mental health professionals who are subject to the prior approval of the National Office, in consultation with the Regional Health Specialists.”
  3. Renumbering subsequent requirements.

- d. Changed Chapter 6: Exhibit 6-5, Center Health Services Staffing Requirements by:
1. Revising introductory second paragraph to read “Specific position requirements and required staffing patterns are described below. The Center Director must recruit and hire health professionals who are certified, licensed, or accredited. For contract centers, employment of full- or part-time physicians, nurse practitioners/physician assistants, Health and Wellness Managers, staff nurses, dentists, dental hygienists, dental assistants, TEAP Specialists, and mental health professionals is subject to the prior approval of the Regional Office in consultation with Regional Health Specialists. For civilian conservation centers, employment of full- or part-time physicians, nurse practitioners/physician assistants, Health and Wellness managers, staff nurses, dentists, dental hygienists, dental assistants, TEAP Specialists, and mental health professionals is subject to the prior approval of the National Office in consultation with Regional Health Specialists. Waivers for specific position requirements may be requested from the National Office and will be determined on a case-by-case basis. (See PRH 5.2, R4.)”
  4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
  5. Effective Date. Immediately.
  6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010, or [davis.johnetta@dol.gov](mailto:davis.johnetta@dol.gov).

Attachments

- A – PRH Chapter 5: Management
- B – PRH Exhibit 5-3
- C – PRH Chapter 6: Administrative Support
- D – PRH Exhibit 6-5