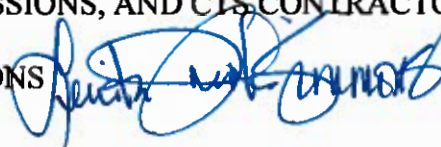


April 3, 2017

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 16-12</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:** Release of Job Corps' Electronic Policy and Requirements Handbook (ePRH) Covering ePRH Chapter 1, ePRH Chapter 2, ePRH Chapter 3, ePRH Chapter 4, ePRH Chapter 5, and ePRH Chapter 6

1. **Purpose.** To introduce and release the ePRH, Job Corps' newly formatted and edited electronic Policy and Requirements Handbook, and to identify related changes.
2. **Background.** The National Office of Job Corps (NOJC) has developed the online policy tool, the ePRH, to support the conversion of policies into a web-based, electronic format. The ePRH has been formatted and edited so that policy is current, references are up-to-date, and minor editorial changes have been corrected. On April 3, 2017, the National Office of Job Corps will officially launch the ePRH website.

The ePRH allows users to quickly access policies, exhibits, appendices, and former PRH Change Notices, in addition to federal regulations, handbooks, and other resources. It is user-friendly and also offers advanced features that are in alignment with today's technology. Features and functionality, of the ePRH, include:

- **Print Feature:** allows the user to print ePRH sections, exhibits, appendices, and PDF versions of each ePRH chapter and the entire ePRH.
- **E-Mail Feature:** allows the user to e-mail any recipient a hyperlink to individual ePRH sections.
- **Google Translate Feature:** allows the user to instantly translate words, phrases, and web pages between English and more than 103 languages.
- **Website Feedback Feature:** allows the user to provide feedback, suggestions, and compliments regarding the ePRH website. Feedback is sent to the Website Administrator immediately.

- **PRH Change Notice Feature:** allows the user to select the PRH Change Notice tab and find change notices in zip files, ready for easy access and printing.
- **Search Feature:** allows the user to search the ePRH website content by keyword(s), titles, and phrases and retrieve related information.
- **Hyperlinks Feature:** allows the user to connect to another website location (ePRH section, ePRH chapter, exhibit, appendix) or external website by clicking on the highlighted links in the ePRH website.
- **Calendar Feature:** allows the user to see important dates and upcoming events.
- **Announcements Feature:** allows the user to read important messages from the National Director.
- **Online Tutorial Video:** supports the user in utilizing the features and functions of the ePRH website.

The ePRH website can be accessed at <https://eprh.jobcorps.gov/pages/home.aspx>. In addition, the Job Corps public and community websites will direct users to the ePRH website.

3. Explanation of Change(s). This PRH Change Notice transmits policy updates as well as a number of editing, formatting, and language changes that were implemented to ensure consistency. The ePRH sections identified below have been revised in accordance with this Notice.

## GENERAL CHANGES

- a. The formatting has been made consistent. All sections of the ePRH are organized in the following format:

### PURPOSE

- P1.
- P2.
- P3.

### REQUIREMENTS

- R1.
  - a.
    1.
      - (a)
        - (1)

- b. Quality Indicators have been removed throughout the ePRH.
- c. Outdated terminology has been updated. For example, where the Workforce Investment Act (WIA) was referenced, the statute was replaced with the Workforce Innovation and Opportunity Act (WIOA); One-Stop Center is now referred to as One-Stop Center/American Job Center, where appropriate; Off-Center Training (OCT) has been changed to “Other Training Provider (OTP),” and the terms “Conservation Centers” and “USDA Forest Service Centers” will be replaced with the term “USDA Forest Service Civilian Conservation Centers (CCCs).”
- d. In alignment with the U.S. Department of Labor’s equal employment opportunity policies, sexual orientation, gender identification, genetic information, parental status and marital status have been added as protective classes throughout the ePRH.
- e. Minor, non-substantive, non-policy related corrections have been made throughout the ePRH.
- f. Minor editorial changes have been made throughout the ePRH to clarify previously undefined acronyms and provide other necessary clarification.
- g. Pagination and the table of contents were corrected throughout the PDF versions of the ePRH.
- h. Punctuation and capitalization were corrected to align with common style guidelines and for consistency throughout the ePRH.
- i. Grammatical corrections have been made throughout the ePRH.
- j. Website information has been updated, as necessary, throughout the ePRH.
- k. The term “shall” has been replaced with “must” throughout the ePRH.

## **ePRH CHAPTER 1 OUTREACH/ADMISSIONS**

No substantive modifications were made; all changes and edits in this chapter can be categorized as general changes.

## **ePRH CHAPTER 2 CAREER PREPARATION PERIOD**

### ePRH Chapter 2, Section 2.2, Introduction to Center Life

Active shooter incidents have been added to the list of required topic areas to be addressed in the center’s emergency action plan, as outlined in ePRH Chapter 2, Section 2.2, R1.b.12(a)(3). The addition of active shooter incidents supports required actions highlighted in PRH Change Notice 15-02, which provides guidance on personal safety and security, and active shooter policy.

## **ePRH CHAPTER 3 CAREER DEVELOPMENT PERIOD**

### ePRH Chapter 3, Section 3.1, Career Development Period Plan

Language in ePRH Chapter 3, Section 3.1, R1.c.4 has been updated so that students' rights will be addressed in centers' descriptions of their student conduct system.

### ePRH Chapter 3, Section 3.2, Administration and Management of Career Development Services

Language in ePRH Chapter 3, Section 3.2, R5.a has been modified to add high school diplomas and learner's permits to the list of testing, certification, and licensing items that centers must provide to students at no cost.

### ePRH Chapter 3, Section 3.4, Student Standards of Conduct

- a. Language in ePRH Chapter 3, Section 3.4, P3 has been revised to align with updated "standards of student conduct" language that was released via ePRH Change Notices 15-09 and 15-15, and now states, "To maintain an environment for students and staff that is safe and free from drugs, alcohol, and violence."
- b. Language in ePRH Chapter 3, Section 3.4, R2.c.7 has been modified to clarify that students will not be required to provide restitution in excess of \$500 per enrollment.
- c. Language in ePRH Chapter 3, Section 3.4, R5.i.2.(c) has been revised to state that centers must provide students with logistical information and an itinerary for their transfer to another center.
- d. Language in ePRH Chapter 3, Section 3.4, R5.i.2.(d) has been clarified and now highlights that receiving centers must receive a student's complete personnel record, including their medical records.

### ePRH Chapter 3, Section 3.7, Career Success Standards

- a. In ePRH Chapter 3, Section 3.7, R1.d.2.(b), language has been modified for "Independent Living," to add childcare, so that a competency now reads, "Uses available resources to find housing, childcare, transportation, employment, and to make informed consumer decisions."
- b. In ePRH Chapter 3, Section 3.7, R1.e.2.(c), a competency under "Career and Personal Planning" has been modified so that I-9 form completion is listed as an activity that supports career planning.

### ePRH Chapter 3, Section 3.8, Work-Based Learning Standards

Language has been updated in ePRH Chapter 3, Section 3.8, R3 so that it now states that centers must complete the Work-Based Learning (WBL) agreement provided in Exhibit 3-4, with the employer when a student is assigned to a work site.

ePRH Chapter 3, Section 3.15, Information Technology

In ePRH Chapter 3, Section 3.15, R4.e, “complete job applications” was added to the list of subject areas in which centers will provide instruction related to internet proficiency.

**ePRH CHAPTER 4 CAREER TRANSITION PERIOD**

ePRH Chapter 4, Section 4.1, Career Transition Period Plan

Language in R1.c.3.(f) has been clarified to state that the Career Transition Period (CTP) Plan must include methods, resources and tools to accomplish the identification of job leads or education and training opportunities through coordination with partners of local Workforce Development Boards; Center Workforce Councils; Youth Standing Committees, where established; One-Stop operators/American Job Centers and community stakeholders such as, employers, apprenticeship programs, unions, and industry organizations.

ePRH Chapter 4, Section 4.2, Eligibility for Services

A definition for the placement window has been added to ePRH Chapter 4, Section 4.2, R1.d, as well as specifics regarding the placement windows for graduates and former enrollees.

ePRH Chapter 4, Section 4.3, Career Transition Services for Graduates

- a. Language was clarified in ePRH Chapter 4, 4.3, R1.c.1 and it now states that Career Transition Service providers must provide or arrange for job placement assistance and job re-placement assistance.
- b. Language in ePRH Chapter 4, Section 4.3, R1.c.5 has been updated and now includes childcare and I-9 completion in the list of other transition support services.

**ePRH CHAPTER 5 MANAGEMENT**

ePRH Chapter 5, Section 5.2, Personnel

- a. Language in ePRH Chapter 5, Section 5.2, R3.b requires that center operators and outreach and admissions (OA)/career transition services (CTS) operators define standards for acceptable behavior between students and staff. Language has been revised to state that rules for acceptable and unacceptable behavior are communicated to all staff members, as well as understood and applied.
- b. Language in ePRH Chapter 5, Section 5.2, R4.b.4, which required Center and OA/CTS contractors to request a written waiver from the Regional Director in order to pay individuals at rates higher than indicated in the approved salary matrix, has been removed from the ePRH.
- c. Language in ePRH Chapter 5, Section 5.2, R4.e.1 has been clarified so that it now reads:

*Trainee Employee Assistance Program (TEAP) Specialist: A one-time, one-year waiver for the TEAP Specialist must include a professional development plan identifying the steps necessary to meet the minimum requirements within one year of employment.*

ePRH Chapter 5, Section 5.4, Personal Safety and Security

a. Minor changes have been made to ePRH Chapter 5, Section 5.4, R4 Active Shooter Response, for clarification and in accordance with PRH Change Notice 15-02. Please see below.

- The terms “injury” and “injuring” have been added to this section, and it now reads, *“An active shooter is defined as an individual engaged in killing/injuring or attempting to kill/injure people in a confined and populated area.”*
- Language has been rewritten in the following paragraph so that it now reads:

*Upon discovery of an Active Shooter event, as soon as it is safe to do so, law enforcement (911) must be called, and communicate, “There is an Active Shooter event in progress.”*

- Evacuation steps have been reordered.

ePRH Chapter 5, Section 5.5, Management and Reporting of Significant Incidents

- a. Language related to the reporting of deaths or work/training-related hospitalizations has been updated so that it aligns with Occupational Safety and Health Administration (OSHA) regulations, 29 CFR 1904.39(a). Centers and OA/CTS contractors must report the death or work/training-related hospitalization of one or more active students or on-duty staff. The language in ePRH Chapter 5, Section 5.5, R1.a, R2.c, and R3.c., and throughout the ePRH, has been revised accordingly.
- b. All references to the “Safety Health Information Management System (SHIMS)” have been replaced with the “Employees’ Compensation Operations and Management Portal (ECOMP)” in ePRH Chapter 5, Section 5.5, R4.c and throughout the ePRH.

ePRH Chapter 5, Section 5.14, Introduction to Environmental Safety and Occupational Health for Job Corps Centers

Language in ePRH Chapter 5, Section 5.14, R4.b.7 and ePRH Chapter 5, Section 5.14, R4.e.10 has been modified so that it reads “Report fatalities, injuries, and occupational illnesses to DOL in a timely manner and use the Significant Incident Reporting (SIR) System appropriately.”

ePRH Chapter 5, Section 5.15, Safety Inspections, Observations and OSH Program Review

Language in ePRH Chapter 5, Section 5.15, R5.b. has been clarified and requires Job Corps centers to ensure that employers sign a work-based learning agreement that specifically states the employer will provide students with safety and health protection.

ePRH Chapter 5, Section 5.18, Student and Staff Injury Reports and Recordkeeping

In ePRH Chapter 5, Section 5.18, R2, under the section “Manual Forms,” email has been added as a form of communication for reporting the following to the Office of Workers’ Compensation Programs (OWCP): (1) a student death which was the result of an illness or injury incurred while in performance of duty, and (2) the name and address of a second health-care provider when there is a need for medical follow-up for a work-related injury.

ePRH Chapter 5, Section 5.19, Vehicle Safety and Accident Recordkeeping

Language in ePRH Chapter 5, Section 5.19, R2.e has been modified so that it states:

*Drivers shall not engage in cell phone usage, text messaging, or use personal or government-supplied electronic equipment, when operating GOV or when driving privately owned vehicles (POV) while on official government business.*

Exhibit 5-3 Minimum Staff Qualifications

- a. The position title “Admissions Counselor,” listed on page 1 of Exhibit 5-3, has been updated to “Outreach and Admissions Counselor.” In addition, the minimum qualifications for an Outreach and Admissions Counselor has been clarified and now reads “Experience may include successful Job Corps outreach and admissions experience or successful outreach and admissions experience with other youth development programs.”
- b. The primary duties description for the Outreach and Admissions/Career Transition Services Project Director has been clarified to read “Provides oversight and management of admissions office operations, or career transition services office operations, or both.”

**ePRH CHAPTER 6 ADMINISTRATIVE SUPPORT**

No substantive modifications were made; all changes and edits in this chapter can be categorized as general changes.

4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Effective Date. April 3, 2017.
6. Inquiries. Inquiries should be directed to Natalie Boan-Kapustin at (202) 693-3154 or [BoanKapustin.Natalie@dol.gov](mailto:BoanKapustin.Natalie@dol.gov).