

## Job Corps Definitions and Measurements

### Job Corps Definitions of Separation Status:

**Graduate** – one who has completed the requirements of vocational training or earned a high school diploma or its equivalent (GED) while enrolled in Job Corps, or who completes both, and has completed 60 or more days enrollment. Students who have separated for “Level One” Zero Tolerance infractions do not qualify.

**Former Enrollee** – one who has completed 60 or more days, has not attained graduate status, and whose separation is for reasons *other than* a Zero Tolerance “Level One” infraction, per Chapter 3, Exhibit 3.1 (Infraction Levels and Appropriate Center Actions).

**Uncommitted Student** – one who has remained in Job Corps less than 60 days (regardless of achievement), or who has separated for a Zero Tolerance “Level One” infraction, per Chapter 3, Exhibit 3.1 (Infraction Levels and Appropriate Center Actions).

### Job Corps Performance Indicators (per Common Measures):

- Placement:** Percent of Job Corps participants entering employment or enrolling in post-secondary education and/or advanced training/occupational skills training in the first quarter after exit. \*\*
- Certification Attainment:** Percent of students who attain a GED, high school diploma, or certificate while enrolled in the program.
- Literacy/Numeracy Gains:** Percent of students who achieve literacy or numeracy gains of one or more Adult Basic Education (ABE) levels.

\*\*See Exhibits 4-1 and 4-2 on for Job Corps placement definitions and requirements which are more stringent than placement according to Common Measures.

PLACEMENT DEFINITIONS			
	JOB PLACEMENT	EDUCATIONAL PLACEMENT	COMBINATION JOB/COLLEGE
FULL TIME	<ol style="list-style-type: none"> <li>32 hours or more in one or two jobs in a 7-consecutive-day period; or</li> <li>An apprenticeship job registered by the Bureau of Apprenticeship and Training or a state Apprenticeship Council, that combines supervised, structured on-the-job training with related theoretical instruction leading to defined levels of skill and career advancement, and where the student receives a wage; or</li> <li>Armed Forces: 40 hours minimum per week <i>active duty</i>. This includes initial Reserve Forces and National Guard training but does not include weekend and summer training sessions. Pre-enlistments are not placements. The first 40-hour week must be completed prior to 12 months after separation.</li> </ol>	<ol style="list-style-type: none"> <li>High school: no less than 20 hours in class per week for an expected duration of one semester or trimester or quarter; or</li> <li>Postsecondary career technical training or technical education program: no less than 20 hours in class per week for an expected duration of at least 90 calendar days; or</li> <li>University/College: registered for no less than 9 credit hours per quarter or semester at a 2-year or 4-year university/college accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation as an accrediting agency for higher education and that offers, at minimum, an associate's degree; or</li> <li>Online University/College: registered for no less than 9 credit hours per quarter or semester at a 2-year or 4-year university/college accredited by an agency recognized by the U.S. Department of Education as an accrediting agency for distance education and that offers, at minimum, an associate's degree; or</li> <li>On-the-job-training or other subsidized employment: no less than 20 hours per week; or</li> <li>Other training program: no less than 20 hours in class per week for an expected duration of at least 90 calendar days.</li> </ol>	<ol style="list-style-type: none"> <li>A combination of work and university/college: a minimum of 16 hours work at one job in a 7-consecutive-day period and a minimum 6 credit hours per quarter or semester at a 2-year or 4-year university/college accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation as an accrediting agency for higher education and that offers, at minimum, an associate's degree; or</li> <li>A combination of work and online university/college: a minimum of 16 hours work at one job in a 7-consecutive-day period and a minimum 6 credit hours per quarter or semester at a 2-year or 4-year college accredited by an agency recognized by the U.S. Department of Education as an accrediting agency for distance education and that offers, at minimum, an associate's degree.</li> </ol>

Attachment 2 pg. 3

PART TIME	1. 20 hours or more, but less than 32, in one or two jobs in a 7-consecutive-day period.		1. University/college enrollment for a minimum of 6 credit hours and a minimum of 10 hours work at one job per week.
INTERNATIONAL PLACEMENTS	<p>For a placement to be considered valid, the student must be placed in a job or education program located in the United States, Puerto Rico, Virgin Islands, the Trust Territories, or in overseas locations in the following circumstances:</p> <ul style="list-style-type: none"> <li>a. the student is a member of the U.S. Armed Forces and is deployed overseas; or</li> <li>b. the student is employed by the U.S. federal government and has an overseas assignment.</li> </ul>		

<b>PLACEMENT VERIFICATION AND DOCUMENTATION REQUIREMENTS</b>			
	<b>JOB PLACEMENT</b>	<b>EDUCATIONAL PLACEMENT</b>	<b>COMBINATION JOB/COLLEGE</b>
<b>Verification Requirements</b>	<p>100% of initial placements must be verified and documented with the employer (or with student, if self-employed) or Armed Forces branch.</p> <p>To be considered a job placement, employment must be:</p> <ol style="list-style-type: none"> <li>i. paid;</li> <li>ii. unsubsidized; and</li> <li>iii. within compliance of wage requirements of Fair Labor Standards Act.</li> </ol>	<p>100% of educational placements must be verified and documented directly with the university/college (including online university/college) or other educational training program.</p> <p>Participation in a university/college (including online university/college) or other educational training program is considered a placement only after actual, verified attendance of 1 week. If attendance cannot be verified, then verification of 1 week's continued enrollment is acceptable.</p>	<p>Verification of combination job and university/college (including online university/college) must comply with the requirements of each category.</p>
<b>Documentation Requirements</b>	<ol style="list-style-type: none"> <li>1. Placement verification must include the following information: <ol style="list-style-type: none"> <li>i. employer's name;</li> <li>ii. date the student actually reported for employment;</li> <li>iii. number of hours per week student actually worked;</li> <li>iv. hourly wage;</li> <li>v. name, title, and phone number of person at the place of employment who provided information; and</li> <li>vi. date of verification.</li> </ol> </li> <li>2. Acceptable verification documentation includes: <ol style="list-style-type: none"> <li>i. a copy of an official pay stub or employer wage record indicating both hours per week worked and wages paid to the student; or</li> <li>ii. direct written employer confirmation of placement on letterhead, indicating both hours per week worked and wages paid to the student; or</li> <li>iii. an employer verification form indicating both hours per week worked and wages paid to the student with a business card or official stamp affixed.</li> </ol> </li> <li>3. Verification of placements, which are combinations of two jobs, will include, for each job, the information as defined above. Where a placement consists of a combination of two jobs, verification must be made for the same 7 consecutive days. Both verification dates will be reported.</li> <li>4. Verification for a student who is self-employed must include at least one of the following source documents: <ol style="list-style-type: none"> <li>i. business license;</li> <li>ii. employer ID number;</li> <li>iii. copies of income checks;</li> <li>iv. job materials and/or equipment;</li> <li>v. wage records; or</li> <li>vi. newspaper or other advertising for business.</li> </ol> </li> </ol>	<p>Verification of a university/college (including online university/college) or other educational training program placement must include confirmation of 1 week's attendance or enrollment as well as the following information:</p> <ol style="list-style-type: none"> <li>i. name of university/college or training institution;</li> <li>ii. date the student actually enrolled or reported for class;</li> <li>iii. credit hours for which enrolled, or hours attended class or hours worked at on-the-job training/ subsidized employment for the week being verified;</li> <li>iv. specific duration requirements, if applicable;</li> <li>v. name, title, and phone number of person at institution who provided information; and</li> <li>vi. date of verification.</li> </ol>	<p>Verification of combination job and university/college (including online university/college) will include the information obtained for the job placement, as well as for the educational placement.</p>
<ol style="list-style-type: none"> <li>1. Unverifiable placement identified through the "post-placement follow-up survey" will be determined as "questionable placements" until re-verification by the placement contractor is completed and placements are determined to be valid, invalid, or unverifiable.</li> <li>2. All re-verification information must be returned directly to the Regional Office within 30 days of notification.</li> <li>3. Readmission to Job Corps is not considered a placement.</li> </ol>			

**Job Corps' Zero Tolerance (ZT) Policy:**

The Job Corps program has a strict policy of zero tolerance for drugs and violence, and requires that all students sign a commitment to remain drug and violence-free. Infraction levels and appropriate center actions are found in the Job Corps Policy and Requirements Handbook (PRH), Chapter 3, Exhibit 3.1 (Infraction Levels and Appropriate Center Actions).

**Level 1 Infractions.**

- Exit Code 5.1a:
- 1) Possession of gun or illegal weapons on center or under center supervision
  - 2) Physical assault that causes bodily harm to student or staff
  - 3) Sexual assault of a criminal nature
  - 4) Robbery and extortion
  - 5) Arson
  - 6) Arrest for a felony on or off center
- Exit Code 5.2b:
- 7) Possession, distribution, or sale of drugs on center or under center supervision
  - 8) Conviction of drug use, possession, or sale off center (felony or misdemeanor)
- Exit Code 5.2a:
- 9) Use of drugs as evidenced by a positive drug test conducted by the end of the initial probationary periods (prior to 45 days) or the suspicion intervention period (prior to 45 days) or by a positive drug test after the suspicion intervention period