**DISTANCE LEARNING PLAN**

**TABLE OF CONTENTS**

**XXXX JOB CORPS CENTER**

1. **DISTANCE LEARNING INTRODUCTION & OVERVIEW**

As a result of the COVID-19 pandemic, Job Corps placed students in a Spring Break status from March 16, 2020 through April 14, 2020 (see Job Corps Program Instruction Notice No. 19-14). This Spring Break was subsequently extended until May 10, 2020 (see Job Corps Program Instruction Notice No. 19-15).

Job Corps Program Instruction Notice No. 19-17 was issued on April 24, 2020 and described Job Corps’ Transition from Spring Break to Virtual Operating Status for COVID-19. This PIN also described the requirement for Job Corps operators to design and deploy Distance Learning Plans. Since this process was new and unprecedented, this PIN indicated an expectation that contractors are to “…continually monitor their distance learning plans once deployed and to make necessary adjustments and corrections…”.

JCDC Notice 19-198 Spring Break Transition was issued Wednesday, May 6, 2020, 4:50 PM. It indicated the following duty status categories will apply in preparation for the transition to a Distance Learning format on/after May 11th:

* Paid statuses: Present for Duty On-Center, and Present for Duty Off-Center - CTST/WBL/OTP. (We recommend that centers enter the Present for Duty Off-Center - CTST/WBL/OTP leave in 30-day increments and extend this leave as needed since this is a constantly evolving situation.)
* Unpaid status: National Office Management Leave (NOML) -this status is appropriate for students who cannot or do not participate in distance learning activities.

Job Corps Program Instruction Notice No. 20-04, Providing Online and Correspondence Distance Learning, was issued on July 20, 2020. The purpose of this PIN was, “To provide further direction on the required next steps in the development of distance learning for Job Corps students, which began on May 11, 2020.” This PIN prompted the operator community to develop a standardized Distance Learning Plan table of contents for each Center to complete for submission to DOL for approval. This standardized approach supports contract and PIN compliance and will facilitate the DOL review and approval process.

The following information describes the Center’s plan to provide our students with distance learning.

1. **DISTANCE LEARNING DESIGN**
2. Learning Platform
3. Other Information Technology
4. Students Without Access To Technology
5. Scheduling and Office Hours
6. Attendance and Leave Process
7. Student Participation & Accountability
8. Student Conduct
9. Counseling/Case Management
10. Programs Support/Support Services
11. Reasonable Accommodations

1. **CAREER PREPARATION**
2. Course Content
3. Instructional Delivery
4. MyPACE

1. **ACADEMIC PROGRAMS**
2. Basic Skills Remediation
3. Basic Skills Course Content
4. Instructional Delivery
5. High School Diploma (HSD) Programs
6. HSD Enrollments
7. HSD Instructional Delivery
8. HSD Examinations/Proctoring
9. High School Equivalency (HSE) Programs
10. HSE Testing
11. HSE Instructional Delivery
12. HSE Contingency Plan

1. **CAREER TECHNICAL TRAINING (CTT)**
2. CTT Program Offerings
3. NTC Collaboration
4. Instructional Delivery
5. E-TAR Progress
6. E-TAR Completions – Assessment Protocol
7. Credential Attainment
8. **CAREER TRANSITION READINESS**
9. Course Content
10. Instructional Delivery
11. Work-Based Learning
12. Post-Center CTS Provider Connection

1. **ADMINISTRATION / QUALITY ASSURANCE**
2. Leave Status
3. Recordkeeping and Reporting
4. Program Integrity & Accountability
5. Budget and Costs
6. [PRH Waiver Recommendations](https://www.dropbox.com/scl/fi/pm7gsilp9blhrp7hlsik6/PRH-Waiver-Recommendations-Final.docx?dl=0&rlkey=0j0ejhsgod3w6bximvjrgvvy2): Page six of Job Corps’ 20-04 PIN indicates that, “centers should note areas in the PRH that are not conducive to distance learning, or where there may be concerns about contract performance, and clearly identify such areas and possible remedies in their plans.” The Job Corps operator community worked collectively to develop a list of recommendations, which can be found at the following link: [PRH Waiver Recommendations](https://www.dropbox.com/scl/fi/pm7gsilp9blhrp7hlsik6/PRH-Waiver-Recommendations-Final.docx?dl=0&rlkey=0j0ejhsgod3w6bximvjrgvvy2).
7. Corporate Oversight