

## **FORM 3-01**

### **CAREER TECHNICAL TRAINING CREDENTIAL REQUEST GUIDELINES**

The Career Technical Training (CTT) Credential Request process supports Job Corps' efforts to provide training and credentials that meet the workforce needs of employers. The term "credential" is broad and includes a variety of validation measurements that employers recognize, such as industry-based certifications, state-approved licensures, pre-apprenticeship credentials, and National Training Contractor (NTC)-program completions.

The following types of requests apply to center-operated, NTC-operated, and center-specific programs:

- Addition of credentials to existing programs
- Modification of existing credentials, such as a change in title

Review and approval from both the Regional Office (RO) and National Office of Job Corps (NOJC) are required for the addition or modification of credentials in the CTT Credential Module in the Center Information System (CIS).

#### **Criteria for approving credentials include, but are not limited to:**

- *Standards-based:* The credential is based on a set of technical standards that the industry has developed, which reflect the work requirements for the occupation.
- *Industry-recognized:* Employers recognize that workers with the credential have a minimum level of competence to complete the required work in a satisfactory manner.
- *Identifiable sponsoring entity:* An organization or entity issues the standards and establishes the assessment tool used to evaluate whether or not students meet the standards.
- *Career pathway potential:* The credential supports building a career in the industry.
- *Program accreditation:* The certifying body has established a third-party process for awarding program accreditation (when applicable).

#### **Roles and Responsibilities**

##### **A. Center and NTC Management**

Center management staff will work closely with the Center Workforce Council members to identify credentials that are required by industries and relevant to training programs. Centers will identify the credential, the credential sponsor, and other relevant details, and provide justification for the need for the credential.

A CTT Credential Request must be initiated for one or more of the following: (1) the addition of a credential to an existing training program, and/or (2) a modification to a credential aligned with an existing training program(s).

All completed request forms and supporting documentation should be submitted to the Regional Office (RO) for initial review.

## B. Operators

Operators and agency offices that oversee the operation of Job Corps centers will work closely with the centers and the NTCs to finalize recommendations on any proposed CTT credential requests. Operators and agencies will also assist the centers and the NTCs with filing the CTT Credential Requests and with providing adequate and valid justifications and supporting data.

## C. Job Corps Regional Offices (ROs)

1. Regional Office Program Managers (PMs) should be knowledgeable about the rationale for a center's credential request.
2. Within 30 days of receiving a CTT Credential Request, the Regional Office (RO) will review the request and reach a decision after examining all the justifications and supporting documentation.
3. After the Regional Office (RO) reviews and approves the CTT Credential Request, the Regional Director will send a copy of the package to the National Office of Job Corps (Attention: Division of Educational Services, Career Technical Training & Certification and Apprenticeships Team Leader) for approval.
4. The National Office will review the package, make a decision, and return the package to the Regional Director.
5. The Regional Director will communicate the National Office's decision to the requesting center.

## D. National Office of Job Corps (NOJC)

1. The National Office will review the submitted CTT Credential Request and render a response within 30 days of receipt. The National Office will adhere to the criteria listed above to issue an approval. Credentials that do not meet the criteria will be denied.

The National Office will notify the Regional Office (RO) of its decision. In the event a request is denied, centers may appeal the decision by submitting the CTT Credential Appeal Form to the Regional Office (RO) for review and then the National Office for final approval.

2. For NTC CTT Credential Requests, the National Office NTC Contracting Officer's Representative (COR) will review each request and will consult the National Office Team Leader before rendering a recommendation. The National Office will notify NTCs directly about the approval or disapproval of each request.
3. The National Office will notify the Job Corps Data Center (JCDC) of any approved

center CTT Credential Request and ask JCDC to incorporate approved credentials into the CTT Credential Module in CIS.

4. The National Office will maintain an active database of all CTT Credential Requests.

E. Job Corps Data Center (JCDC)

Approval of CTT Credential Requests will be communicated to JCDC, which will incorporate all approved changes into the CTT Credential Module. JCDC will inform the National Office upon completion of each request. The National Office will then notify the appropriate Regional Office (RO), which will, in turn, inform the requesting center and/or NTC.