

**FORM 3-02A**  
**ABBREVIATED CTT CHANGE REQUEST/PROGRAM/TAR CODE**  
**REQUEST FORM**

**National Office of Job Corps**

**Career Technical Training Program Code Request Form (Abbreviated Form 3-02)** to be completed upon Regional Office (RO) permission (in lieu of Career Technical Training Change Request Process proposal) and submitted to the National Office for final approval.

Please provide a brief description of the request for training titles and codes for programs to be deleted and/or added, please complete the chart below. **Note:** This form is for CTT Changes that require **no funding** from the National Office.

**Justification for change request:**

**Changes requested:**

Action 1: *(Please insert a description of the change you are requesting here. Include the projected implementation date, student teacher ratio, total slots, and complete the chart below.)*

Operated by	Industry Area	TAR/Training Title	Occ. Code	TAR Code	TPA	Slots

**Approvals:**

Center Director: \_\_\_\_\_

Regional Office: \_\_\_\_\_

National Office: \_\_\_\_\_