

June 29, 2006

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 05-35
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON
National Director
Office of Job Corps

SUBJECT: Career Success Standards National Training Conference

1. Purpose. To advise that an additional Career Success Standards (CSS) National Training Conference will be held September 25–28, 2006 in Chicago, Illinois.
2. Background. Information Notice 05-30, dated April 28, 2006, notified the Job Corps community that registration for the three Career Success Standards National Training Conferences was closed and advised that an additional conference would be held. The additional CSS Conference will be held September 25–28, 2006. In addition, the Policy and Requirements Handbook (PRH) Change Notice 05-16 notified the Job Corps community of the policy changes resulting from the Career Success Standards.
3. Conference Participants. Attendees at this additional conference will come from centers/agencies at varying phases of implementation of the CSS. Consequently, the content and training sessions of the original conference will be modified accordingly. The following individuals who did not attend a previous conference should register for the September session:
 - Center Directors
 - Key center staff
 - Regional staff
 - Center operators and Outreach and Admissions and Career Transition Services (OA/CTS) contractors

The centers/agencies that have not had individuals attend a previous conference should send three staff members to the conference, including the Center Director, and a staff person who will be responsible for managing the implementation of the Standards. This person should be carefully chosen without regard to management level.

4. Travel and Accommodations. Conference participants are responsible for making their own travel and hotel arrangements. Job Corps centers (or Regional Offices/Agencies, as appropriate) are responsible for all authorized expenses incurred.

Conference participants are reminded not to make travel arrangements that interrupt their full attendance and participation in the conference. Mondays and Fridays are designated as travel days. No participant should plan to arrive later than Monday night or leave earlier than Friday morning. Please make travel arrangements in accordance with the following information.

Dates:	Monday, Sept. 25	5 p.m. – 7 p.m.	Registration
	Tuesday, Sept. 26	8:30 a.m. – 5 p.m.	Conference
	Wednesday, Sept. 27	8:30 a.m. – 5 p.m.	Conference
	Thursday, Sept. 28	8:30 a.m. – 6 p.m.	Conference
	Friday, Sept. 29		Travel Day

Location: Crowne Plaza Metro
733 West Madison
Chicago, IL 60661
Reservations: 1 (800) 227-6963

Reservations: **All hotel reservations must be made by Wednesday, August 16, 2006 in order to guarantee the government rate.** Please contact the Crowne Plaza directly to make your reservation. The group rate of \$169 plus 3.5% (city tax) and 11.9% (state tax) per room will be honored if you identify yourself as part of the “Department of Labor CSS Training” room block. The negotiated rate is per guest.

Transportation: The Metro Crowne Plaza Hotel is located in downtown Chicago. Midway International Airport is 10 miles away. O’Hare International Airport is 17 miles away. Taxis from O’Hare Airport are approximately \$45 and taxis from Midway Airport are approximately \$40. The Continental Air Express Passenger Van is available at the baggage claim exit. Reservations can be made by calling (888) 284-3826. Valet parking is available for \$35 per night at the hotel.

5. Conference Registration. Participants may register online at <http://www.ancon.com> beginning Monday, July 3, 2006. **The online registration form must be completed no later than Friday, August 4, 2006. Please register promptly as conference space is limited.**

Please pick up your conference materials at the conference site on Monday evening before the first day of training between 5 p.m. and 7 p.m. Late arrivals may pick up their conference materials Tuesday morning between 7 a.m. and 8:15 a.m. at the registration desk.

6. Action. Addressees are to ensure appropriate staff receives this Notice with sufficient time to make hotel reservations and other travel arrangements.

7. Expiration Date. September 28, 2006

7. Inquiries. Inquires about the conference should be directed to John Chowning at (202) 693-3102, or e-mailed to chowning.john@dol.gov; or Lisa Paul at (202) 693-3252, or e-mailed to paul.lisa@dol.gov. Inquiries about conference logistics and registration should be directed to Beverly Jackson at (301) 459-2828, or e-mailed to bjackson@ancon.com.