

December 22, 2008

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 08-26

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
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, Ed.D.
National Director
Office of Job Corps

SUBJECT: Career Technical Training Program TAR Revision and Notification

1. Purpose. To inform the Job Corps community of revisions to career technical training (CTT) programs.

2. Background. Recognizing the necessity to keep the Job Corps community abreast of industry certification updates, this Information Notice provides an overview of changes in program requirements since the first quarterly report citing Training Achievement Record (TAR) revisions and notification (Program Instruction No. 08-11).

a. TAR Enhancements Post July 2008

Training Program	Revision	Notification
Heavy Equipment Operations	Revised Student/Teacher Ratio (15:01 to 6:01)	Added language to What's New on the CTT Web site and updated Revised Programs and Codes Chart
Welding	Revised certification requirements	Curriculum Change Notice No. 08-01

b. Hospitality Program Clarification – *Reissuance*

As a result of inquiries regarding the issuance of the Culinary Arts and Hotel and Lodging Curriculum Change Notices, the policy for completion of the Hospitality Foundations TAR is as follows:

Current policy for the Culinary Arts program. Completer status is granted only after completion of **both** the Hospitality Foundations TAR 65026JT and Culinary Arts TAR 65026JA.

Current policy for the Hotel and Lodging program. Completer status is granted upon completion of the Hotel and Lodging TAR 53808JA only. **Note:** Hotel and Lodging programs that offer both “front of the house” and “back of the house” training are highly encouraged to use the Hospitality Foundations TAR, 65026JT.

3. Action. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.
4. Expiration Date. This issuance serves as the second quarterly report, with the subsequent issuances in March and July 2009.
5. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.t@dol.gov or Lynne Fry at fry.lynne@dol.gov.