

November 24, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 09-38

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: LYNN A. INTREPIDI
 Interim National Director
 Office of Job Corps

SUBJECT: Updated Information on SafetyNet Toolkit Training

1. Purpose. To update PRH Change Notice 09-04, “PRH Chapter 5, Exhibit 5-4: SafetyNet Toolkit Training for Job Corps Staff,” by clarifying how to access the SafetyNet Toolkit training and resources.

2. Background. PRH Change Notice 09-04, dated September 1, 2009, informed the Job Corps community of the annual requirement that all center staff complete the SafetyNet Toolkit training. The SafetyNet Toolkit provides information and resources on bullying, violence, suicide, and injury prevention.

This Information Notice updates PRH Change Notice 09-04 by notifying center staff of the new location of the SafetyNet Toolkit training and resources.

3. Action.
 - a. Job Corps staff can access the SafetyNet Toolkit training through SIMON (<http://simon.jobcorps.org/Default.asp>). A Citrix login is required to access the system. Center staff should follow these steps to access the training:
 - (1) Click on Learning Center.
 - (2) Click Course Information and Enrollment.
 - (3) Type SafetyNet Toolkit in the Keywords box.

- b. If a center has staff members that do not maintain access to Citrix, a CD containing the training can be requested by contacting the Job Corps Data Center (JCDC) Helpdesk (helpdesk@jobcorps.org).
- c. Job Corps center staff can access all SafetyNet resources other than the training (e.g., fact sheets, brochures, and online resources) in the Health and Wellness area of the Job Corps Community Web site.
- d. After completing the three courses and the short quiz, center staff should follow these steps to download the SafetyNet Toolkit Training certificate:
 - (1) Click on Personal KC on the left side of the screen.
 - (2) Click on the Transcript tab.
 - (3) Click certificate next to SafetyNet Toolkit.

Note: If a center staff member started the SafetyNet Toolkit training on the old Web site but did not complete it there, the staff member will need to retake the entire training in SIMON.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov, or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.