

April 2, 2010

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 09-81
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Center Technical Training (CTT) Sheets

1. Purpose. To inform the Job Corps community of the availability of Center Technical Training (CTT) Sheets. These are trade-specific one-pagers that summarize the new Training Achievement Records and provide basic information about career pathways and salary expectations.

2. Background. CTT Sheets for the most common career technical training areas available at the majority of centers have been developed to provide industry specific information and identify career pathways within the industry. The sheets are divided into 11 career pathways and contain specific information about each training area, such as what students can expect to learn, certifications available, average lengths of training, earning potential and age requirements. They are designed to give Outreach & Admission counselors and center staff a tool to help potential or new students select the career training area that best matches their interests and skills.

The CTT Sheets for Advanced Manufacturing, Automotive and Machine Repair, and Construction also include information about the new green training opportunities. A CTT Sheet containing only information about green training is also available.

3. Action. This document will be made available in printable desktop version on the Job Corps Community Web site under Career Technical Training.

4. Expiration date. Until Superseded.

5. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.

Attachment
Center Technical Training Sheets