

October 30, 2015

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 15- 14
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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 JOB CORPS CENTER STAFF
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Classification Change to National Center for Construction Education and Research (NCCER) Core and AC Delco Credentials

1. Purpose. To inform the field about recent changes to the credential classification system affecting the NCCER and AC Delco Online Training credentials.

2. Background. Per Information Notice 14-44, the National Office introduced a new credential classification system as a means of leveling credentials, which involved the assignment of new weights and measures. The goal was to strengthen the value of credit earned. Initially, the NCCER Core Curriculum credential assigned to several trades in the Advanced Manufacturing, Construction, and Information Technology trades, and two of the AC Delco Online Training credentials in the Automotive and Machine Repair trades were assigned a primary classification.

Based on the classification definitions, and in response to field requests, the National Office reevaluated the assigned classification and determined these credentials garnered a secondary credit, effective October 19, 2015. Because the National Office did not give ample time for centers to adjust to the change in the classification, and due to the impact this change may have caused in the system, the National Office will reinstate the primary classification for the credentials noted below for the remainder of Program Year 2015.

3. Explanation of Changes.

a. *Outcome Measurement System (OMS) and Career Technical Training (CTT) Report Cards.* Per this Information Notice, the following credentials will be re-assigned as

primary for the remainder of the program year. For students who earned the specified credentials and exited after the credentials were assigned secondary, the primary credit will be made retroactive in the system. **JCDC will make the correction. No action is needed by center staff.**

Credential Title	Credential Sponsor
NCCER Core Curriculum	NCCER
Battery, Charging, and Starting	AC Delco Online Training – Total Service Support (TSS)
Continuous Improvement	AC Delco Online Training – Total Service Support (TSS)

- b. ***Per IN 14-44 Primary and Secondary Classification.*** As a reminder, credentials are classified as either primary or secondary based on industry criteria for employment. Primary credentials are those that encompass proficiency in a majority of essential job duties, while secondary credentials play a supportive role to the main job functions. For example, a Machining Level 1 credential for a machinist position is considered primary, whereas, an OSHA-10 certification is secondary.

Center staff should review these definitions when considering new credentials appropriate for the specified CTT program. The Policy and Requirements Handbook Appendix 311 Credential Request Form is in the process of being revised to include the primary and secondary criteria. In the interim, centers should continue to use the existing Appendix 311 and indicate in the box labeled “Level” the proposed classification, and submit the credential request to their regional Program Manager.

- c. **NOTE:** The classification change for the three credentials noted in the chart will be reclassified beginning July 1, 2016, at which time the credential classification for the **cited credentials will be classified as secondary**. This notice will allow centers to programmatically prepare for this change.
4. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff, including Records Managers, CTT Managers, and CTT Instructors.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov.