

FORM CTST-1 - INSTRUCTIONS

FORM CTST-1 - CAREER TECHNICAL SKILLS TRAINING ANNUAL SUMMARY

PURPOSE: To summarize and request approval for annual plan of Career Technical Skills Training (CTST) projects for a center.

FORM: In its entirety, the Excel-based Form CTST-1 is comprised of six tabs:

INSTRUCTIONS

FORM - CTST PLAN

TRADE SIG - TRADE SIGNATURES

ADMIN SIG - ADMINISTRATIVE SIGNATURES

ATTACH - ATTACHMENTS

REVIEW - OFFICE OF JOB CORPS USE ONLY

The four tabs highlighted in red are required to be completed by the center; the green tab is required to be completed by the Regional Office. All questions should be answered completely. Unless otherwise noted, all white fields should be completed, using prescribed formats where indicated. Fields shaded in grey should not be manipulated. See tabs below:

FULL INSTRUCTIONS CAN BE FOUND BY CLICKING THE LINK BELOW:



FORM CTST-1
INSTRUCTIONS