

CAREER TECHNICAL TRAINING CHANGE GUIDELINES

The Career Technical Training (CTT) Change Process supports Job Corps efforts to provide training that meets industry's workforce needs. Key components of the change process include:

- **Alignment of Job Corps Training with High Growth Industries:** Job Corps, in cooperation with the external business and education community, is in the process of aligning its CTT programs with the requirements of high-growth, high-demand industries across the country (e.g., industry-based certifications, state licensure, and the registered apprenticeship system).
- **Clustering/Concentration of Training Offerings:** Where applicable, Job Corps is clustering occupations related to particular high-growth industry sectors. Therefore, rather than each center offering multiple, generally unrelated occupations, centers would offer "clusters" of occupational families, e.g., health occupations.
- **Increased Focus on Long-Term Student Outcomes:** The focus of program performance now emphasizes long-term student outcomes. It is critical that Job Corps' CTT prepares students not only for entry-level employment, but also for a career path that provides opportunities for continued, post-secondary education and leads toward upward mobility.

Procedure

- A. Requests for any CTT changes (as defined above) related to center-operated programs may be made by the center operator, agency, or project manager, and must be submitted to the Regional Director for review and initial approval. The Regional Director is responsible for forwarding the request and all supporting documents to the National Office of Job Corps for review, which will be done collaboratively with the submitting region, to reach a final determination regarding approval. Related title/code changes through the Center Information System (CIS) and Vocational Training Report Card (VTRC), as well as national record-keeping, and changes in Occupational Information Network (O*NET) training or Job Training Match (JTM) titles or codes must be approved both by the Regional Director and the National Office of Job Corps.
- B. Following approval by the Regional Director and the National Office of Job Corps, changes to center-operated CTT programs must be written into contract requirements. In the case of federally operated centers, the Federal Operator and the Job Corps Regional Director must mutually review and approve proposed changes prior to forwarding to the National Office of Job Corps for final approval.
- C. Requests for any changes (as defined above) in the National Training Contractors (NTCs) programs may be initiated by the NTC Administrator, Center Director/Operator, or the Regional Director. All three parties must review and

approve the change. The Regional Director will then forward the change request to the National Office of Job Corps for review and approval.

- D. The CTT Change Request must be submitted utilizing the format included in Appendix 307.

Roles and Responsibilities

Center/NTC Management

- A. Center management staff will work closely with the Center Industry Council (CIC) members to regularly evaluate the performance of each career technical training program and constantly monitor the local labor demand/supply changes in geographic areas where most students return for employment.

When performance and/or labor market factors justify the necessity to make changes in a center-operated career technical program, the Center Director will initiate a CTT Change Request Form (Appendix 307) and submit it to the Regional Director for review and initial approval. Those meriting further consideration will be forwarded to the National Office of Job Corps for final approval.

When performance and/or labor market factors justify the necessity to make changes in an NTC CTT program, the Regional Director, Center Director/Operator, and NTC Field Administrator will collaborate to develop a CTT Change Request and submit it to the National Office of Job Corps for review and approval.

Operator/Agencies

- A. Operators and Agency Offices that oversee the operation of Job Corps centers will work closely with the centers and NTCs to finalize the recommendations on any CTT program changes. They will also assist the centers and NTCs with filing the CTT Change Request and providing adequate and valid justifications and data. The National Office of Job Corps staff in charge of safety will review and approve all safety-related aspects of the request, if applicable, before the centers or NTCs submit the final version to the Regional Director for review and sign-off and to the National Office of Job Corps for final approval.

DOL Regional Offices

- A. Regional Directors will be involved in the development of recommendations for center or NTC CTT program changes from the beginning and should be knowledgeable about the background for the request.
- B. Regional Director will review the request and reach a decision after thorough examination of all the justifications.
- C. After the Regional Director reviews and approves the center CTT Change Request, a copy of the package will be forwarded to the National Office of Job Corps (Attention: Division of Program Planning and Development) for review and final approval.

- D. For NTC CTT Change Requests, the Regional Director will forward a copy of the change request to the NTC Contracting Officer's Technical Representative (COTR) for review and final approval.
- E. The National Office of Job Corps will return any disapproved center CTT Change Requests to the Regional Director for distribution to the sending center.

National Office of Job Corps

- A. For center CTT Change Requests approved and forwarded by the Regional Director, the National Office of Job Corps will work with the Regional Director to designate the precise O*NET title, code, and training slots, and coordinate with the Job Corps Data Center (JCDC) to incorporate them into the CIS and VTRC. The National Office of Job Corps will notify the Regional Director and the sending centers upon completion of such actions.
- F. For NTC CTT Change Requests, the National Office NTC COTR will review each request thoroughly and consult the Regional Director before forwarding the request to the National Office. For approved requests, the NTC COTR will forward them to the appropriate staff at the National Office of Job Corps for processing of training titles, codes, and slots. The NTC COTR will return disapproved requests to the sending NTCs and request optional actions.
- G. National Office of Job Corps staff will maintain an active database for all CTT Change Requests.

Job Corps Data Center

- A. The JCDC will follow instructions from the National Office of Job Corps to incorporate all approved changes in O*NET titles, codes, and training slots into the CIS and VTRC. The JCDC is responsible for informing the National Office of the completion of each request so that the National Office of Job Corps staff can update the database.