

Career Technical Training Change Request Form

This request form is designed for the review and approval by both the Regional and National Offices of Job Corps to address Career Technical Training programs changes. Regional Offices, however, may add sections that are of particular importance to their regional goals, priorities, or planning.

I. CONTACT INFORMATION

Job Corps Center		Operator	
DOL Region		NTC	
Contact Person		Title	
Phone		FAX	
Email			

II. NATURE OF CAREER TECHNICAL TRAINING CHANGE REQUEST

Please select all the changes from the following two groups that apply to your specific request.

Changes in Career Technical Programs	<input type="checkbox"/> Addition of Career Technical Training Program
	<input type="checkbox"/> Deletion of Career Technical Training Program

Changes in Career Technical Training Slots	<input type="checkbox"/> Increase in Contracted Slots for Career Technical Training Program
	<input type="checkbox"/> Decrease of Contracted Training Slots for Career Technical Training Program

III. SPECIFIC DESCRIPTION OF THE CHANGE REQUEST

Provide a clear description of the Career Technical Training change request:

IV. JUSTIFICATION FOR CHANGE REQUEST

For each affected career technical training program, submit adequate justifications that address the following elements, where applicable:

1. For **the deletion of a career technical training program or decrease of contracted training slots**, describe the specific reasons in one or more of the following areas:
 - a. History of unsatisfactory performance in accordance with the Vocational Reporting and Improvement System (VRIS), including all VTRC indicators and the Minimum Productivity Rule.

- b. Significant changes in local or regional labor demands (where most Job Corps graduates return to seek employment) that have major negative impact on the placement of Job Corps graduates in the specific industry. Therefore, centers must (1) submit a copy of the local Workforce Investment Board (WIB) plan and (2) explain how the requested change supports the WIB plan.

- c. Other reasons (such as contract modification initiated by Regional Office, changes in training facilities, etc.)

2. For **the addition of a career technical training program or increase of training slots**, describe the specific reasons in one or more of the following areas:
- a. Projected positive impact of the change(s) on the career technical training program or cluster area that will be added or expanded, in one or more of the following areas:
- 1) all applicable VTRC indicators
 - 2) work-based learning, internship, and placement opportunities with local employers and registered apprenticeships
 - 3) opportunities for Job Corps graduates to achieve industry recognized certifications
 - 4) prospect to attract and enroll more female students into non-traditional occupations (provide an annual goal)
 - 5) suitability to Job Corps students' academic profile, age, interest, and aptitude

- b. Significant changes in local or regional labor demands (where most Job Corps graduates return to seek employment) which have major positive impact on the placement of Job Corps graduates in the specific industry. Therefore, centers must (1) submit a copy of the local Workforce Investment Board (WIB) plan and (2) explain how the requested change supports the WIB plan.

- c. Other reasons (such as contract modification initiated by Regional Office, changes in training facilities, etc.)

- 3. Statements in support of above change request from key local employers, trade organizations, and Center Industry Council or Regional Industry Council members who are experts in the specific industry or on Labor Market Information.

V. JUSTIFICATIONS FOR RESOURCES NEEDED TO IMPLEMENT THE CHANGE(S) REQUESTED**1. Instructor**

- a. For each career technical training program that will be replaced or deleted, describe the manner in which the instructional staff will be reduced or separated. Include the estimated cost savings due to the changes in personnel.

- b. For each career technical training program that will be added or expanded, describe the manner in which the future or additional instructional staff will be recruited, trained, and retained. Include the number of instructors required and the specific industry and/or teaching certifications required for such instructional staff to possess before or after hiring. If no instructor with the required certification is immediately available, describe how the center and/or NTC will recruit an un-certified instructor and assist him/her to obtain the certification within a specific timeframe.

2. Program Certification or Accreditation by Industries, if applicable

Identify the available and applicable industry-based program or individual certification(s) that the new or expanded career technical training program will achieve. Describe your major steps and timeframe to achieve such industry-based certification, if applicable.

3. **Curriculum**

- a. Identify the existing Training Achievement Record (TAR), developed by the National Office of Job Corps, which will be used for the new or expanded career technical training program.

- b. If a new TAR for the new career technical training program is being proposed, identify the major steps and timeframe for this task, including the strategy to align the new TAR with existing and applicable industry skill standards, if available.

- c. Attach a list of all essential and supplemental instructional material, supplies equipment and tools, including estimated quantity and cost.

4. Applied Academics

Describe how the program will integrate applied academics into the curriculum and practical application in hands-on training.

5. Facility Availability

- a. Describe the classroom or shop space that is currently available, in terms of square footage, structure, and condition (including existing fixtures and equipment).

- b. Describe any facility changes that will need to be made, through VST and/or regular rehabilitation funds, to accommodate the career technical training change proposed, including cost estimates, safety requirements, and timeframe.

6. Employer-Based Support System

- a. Describe work-based learning and/or internship agreements that are established or will be established with local employers to maximize students' opportunities for work experience and job placement. List site, point of contact, phone number, negotiated slots, and schedule/frequency of assignments. A minimum of three sites is required.

- b. Describe any other employer-based support systems, such as mentoring, job shadowing, scholarships, or contracted projects (e.g., students in Manufacturing program fabricate parts on center for a company as a form of hands-on practice) that you have established or will establish to enhance students' exposure to the work world and their chances for employment.

7. Other Resources

VI. LABOR MARKET INFORMATION/EMPLOYMENT OUTLOOK

Instructions: The initiator of the Change Request should complete this section in close collaboration with the Career Transition Services (CTS) providers for each career technical program or specialty training area to be added, expanded, reduced, or deleted. Labor Market Information (LMI) and employment commitments should be obtained primarily in locations where students will be returning for employment after completion of Job Corps training. If the Change Request involves more than one geographic area where most students return for employment, provide the LMI/Employment Outlook for each location by duplicating the following tables.

LMI Employment Outlook

Local Labor Market Information/Placement Outlook	
Geographic Areas Covered:	
Entry-level Training Requirements:	
Certification Requirements, if Applicable:	
Entry-level Wages:	
Demand for Entry-level Workers:	
Availability of Full-time Employment in Next 5 to 10 Years:	
Employment Commitment from Local Employers	

VIII. CAREER TECHNICAL TRAINING CHANGE SUMMARY FORM

Center Name:

DOL Region:

Date:

PROPOSED PROGRAMS					CENTER COSTS		
Provider ¹	On/Off Center	Offering	Number of Instructors	Slots	One-time	Annual On-going	Annual NTC Cost ²
Totals					\$	\$	\$
DELETED PROGRAMS					CENTER COSTS		
Provider ¹	On/Off Center	Offering	Number of Instructors	Slots	One-time	Annual On-going	Annual NTC Cost ²
Totals					\$	\$	\$

1. Identify providers. Choices are: center, NTC, ACT, or OCT.
2. Leave blank. To be filled in by the National Office of Job Corps.

IX. CAREER TECHNICAL TRAINING CHANGE – COST SHEET

A. Provider: Center _____ NTC _____ Other (Specify) _____

B. Career Technical Program: _____ VST: ___ Yes ___ No

C. Number of Instructors: _____

D. Student Equivalents: _____

E. Start Date: ___ / ___ / _____

F. Center Contract Cost

- 1. One-Time Phase In Costs \$ _____
 Other (Specify: _____) \$ _____
 Indirect Costs (Rate: _____ %) \$ _____

- 2. Ongoing Center Operating Savings (Annualized) \$ _____
 Salaries, wages, benefits \$ _____
 Materials replacements \$ _____
 Other direct costs (attach list w/prices): \$ _____
 Indirect costs (Rate: _____ %) \$ _____
 Annual VST Cost Reduction (SEs@\$1,500) \$ _____

G. NTC Costs and Savings (Filled in by National Office)

- 1. One-Time Phase In Costs \$ _____
 Other (Specify: _____) \$ _____
 Indirect Costs (Rate: _____ %) \$ _____

- 2. Ongoing Center Operating Savings (Annualized) \$ _____
 Salaries, wages, benefits \$ _____

Materials replacements \$ _____

Other direct costs (attach list w/prices): \$ _____

Indirect costs (Rate: _____ %) \$ _____

Comments:

REVIEW AND APPROVAL

I. REGIONAL OFFICE (Applicable to Changes in Career Technical Training Programs and/or Specialty Training Areas proposed by either centers or NTCs)

1. For all career technical training changes proposed by the center, does the Regional Office concur with the specific justifications quoted by the center or NTC? If No, give specific reasons.

2. Are the proposed changes consistent with other regional goals or priorities. Explain.

3. For programs or specialty training areas that will be reduced or deleted, provide estimated one-time and annual/on-going savings.

One-Time \$ _____ Annual/On-Going \$ _____

4. For programs or specialty training areas that will be expanded or added, provide estimated one-time and annual/on-going costs. Also explain the source(s) and manner of funding.

One-Time Cost \$ _____ Annual/On-Going \$ _____

Funding through PY ____

Career Technical Training Funds Appropriated from National Office \$ _____

Funding through Regional Appropriations \$ _____

Further explanation _____

5. Regional Director Review and Decision

Approve _____

Disapprove _____

Regional Director

Date

II. NATIONAL OFFICE OF JOB CORPS (Applicable to Changes in Career Technical Training Programs and/or Specialty Training Areas proposed by either centers or NTCs)

a. For all the changes proposed, do the National Office of Job Corps and the Regional Director concur with the specific justifications quoted by the center or NTC (if applicable)? If no, give specific reasons.

b. Are the proposed changes consistent with other national goals or priorities? Explain.

c. For the career technical programs or specialty training areas that will be reduced or deleted, provide the estimated one-time and annual/on-going savings.

One-time \$ _____ Annual/On-going \$ _____

d. For the career technical programs or specialty training areas that will be expanded or added, provide the estimated one-time and annual/on-going costs. Explain the source(s) and manner of funding.

One-time cost \$ _____ Annual/On-going Cost \$ _____

Funding through PY _____

Career Technical Training Funds Appropriated from National Office _____

Funding through NTC Contract Modifications \$ _____

Further explanation:

e. Recommendation by National NTC COTR (for NTC changes only)

Recommended for Approval _____ **Recommended for Disapproval** _____

National COTR _____
Date

f. Final Decision by National Office

Approve _____ **Disapprove** _____

National Director/Designee _____
Date