

June 7, 2006

DIRECTIVE:      JOB CORPS PRH CHANGE NOTICE NO. 05-17
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TO:                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                         ALL JOB CORPS REGIONAL DIRECTORS  
                         ALL JOB CORPS CENTER DIRECTORS  
                         ALL JOB CORPS CENTER OPERATORS  
                         ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                         ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM:                ESTHER R. JOHNSON  
                         National Director  
                         Office of Job Corps

SUBJECT:            PRH Chapter 3: Section 3.2 and New Appendices 306 and 307 - The Career  
                         Technical Training Change Process

1.      Purpose. To implement Policy and Requirements Handbook (PRH) revisions regarding Job Corps Career Technical Training (CTT) Change Process and to provide additional guidelines for initiating changes in career technical training programs.

                         Specifically, this PRH Change Notice will: (1) provide the Job Corps community with updated policy and procedures on the CTT (vocational) Change Process; (2) change the name of the process to the "Career Technical Training Change Process"; and (3) outline policy and procedures for initiating changes in CTT programs.

2.      Background. In July 2001, the National Office of Job Corps released a new PRH, which outlined the steps that centers, Agency Operators, Regional Offices, and the National Office must take to initiate a vocational program change. Since that time, Job Corps has continued to move towards a more industry-driven system, as described during Job Corps' 40th Anniversary workshops in September 2005. Critical elements of the system include delivery of career training that is rigorous and relevant, prepares students for multiple jobs in a career path, adapts quickly to local and regional employment needs, and ensures students have the necessary academic, employability, and technical competencies. The revised CTT Change Process aligns with these elements by requiring Job Corps centers to address certification requirements, incorporate academic and industry-specific foundational skills, and strengthen apprenticeship, community college, and employer linkages.

3. Key Components of the Revised CTT Change Process. Implementation of the revised CTT change process will support Job Corps efforts to improve its training delivery. Key components of the revised 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 (i.e., 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. These changes will be reflected in the CTT change process.
- **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 postsecondary education and leads toward upward mobility.
- **Name Change:** As Job Corps continues to move towards a more industry-driven system, it is critical that the program embraces concepts and terminology prevalent in the workforce arena. In order to incorporate terminology currently used by education and workforce development entities, the term “Career Technical Training (CTT)” will officially replace “Vocational Training” as standard terminology in all documents and throughout the program. As of June 1, 2006, the term “Career Technical Training (CTT) Change Process” will replace the term “Vocational Change Process.”

4. Explanation of Changes. Highlights of PRH changes are as follows:

- a. Revise Section 3.2, R8 Vocational Changes to explain that: (1) requests for any CTT changes must first be submitted to the Regional Director for review and initial approval and then to the National Office for final approval; (2) requests for any changes in the National Training Contractor (NTC) programs may be initiated by the NTC Administrator, the Regional Director, or the Center Operator, as long as there is initial communication with each of the parties involved, and submitted to the National Office for final approval; (3) changes to center-operated CTT programs must be written into contract requirements; and (4) CTT change requests must be submitted utilizing the form included in Appendix 306.
- b. Add Appendix 306: Career Technical Training Change Guidelines which outlines procedures and roles and responsibilities related to the CTT change process.

- c. Add Appendix 307: Career Technical Training Change Request Form, which identifies the information necessary to review and process a CTT program change.

5. Filing Instructions.

REMOVE FROM PRH	INSERT
PRH Table of Contents dated November 9, 2006	PRH Table of Contents, dated June 12, 2006
Chapter 3, Table of Contents, dated March 31, 2006	Chapter 3, Table of Contents, dated June 12, 2006
Chapter 3, Section 3.2, dated March 31, 2006	Chapter 3, Section 3.2, dated June 12, 2006
	Chapter 3, Appendix 306, dated June 12, 2006
	Chapter 3, Appendix 307, dated June 12, 2006

6. Action Required. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.

7. Effective Date. June 12, 2006

8. Inquiries. Inquiries should be directed to Ralph DiBattista at (202) 693-3098 or e-mail [dibattista.ralph@dol.gov](mailto:dibattista.ralph@dol.gov) or Yolanda Logan at (202) 693-3144 or email [logan.yolanda@dol.gov](mailto:logan.yolanda@dol.gov).

- A – PRH Table of Contents
- B – Chapter 3, Table of Contents
- C – Chapter 3, Section 3.2
- D – Chapter 3, Appendix 306
- E – Chapter 3, Appendix 307