

**APPENDIX 501d**

**POLICIES AND PROCEDURES**  
**FOR PY 2008**  
**CAREER TECHNICAL TRAINING REPORTING**  
**AND IMPROVEMENT**  
**SYSTEM**

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## I. PY 2008 CAREER TECHNICAL TRAINING REPORTING AND IMPROVEMENT SYSTEM

*Prior to reviewing this section, please read the INTRODUCTION to Appendix 501. The INTRODUCTION provides rationale, policies, and procedural changes that apply to all of the PY 2008 Outcome Measurement Systems (OMS).*

### A. Overview

The Career Technical Training Reporting and Improvement System (CTTRIS), composed of the CTT Report Card (CTTRC), Performance Improvement Plans (PIPs), and incentives and sanctions, is a comprehensive system used to measure and improve the performance of all Job Corps CTT programs, both center-operated and National Training Contractor (NTC)-operated.

The CTTRC provides data regarding students' participation in CTT programs as well as achievement of long-term employment at sustainable earnings. The CTTRC also supports the mission of the Career Development Services System (CDSS) and Workforce Investment Act (WIA) requirements.

Implementation of PIPs, as well as incentives and sanctions, will enable the Job Corps community to more effectively monitor and continuously improve the performance of all CTT programs.

### B. Changes in the CTT Report Card

The following is a description of changes in the CTTRC for program year (PY) 2008.

- 1. CTT Completer Average Wage at Placement.** For PY 2008, the CTT Completer Average Wage at Placement national goal is adjusted to **\$9.15** per hour due to positive performance in this area; the goal also continues to be aligned with the Center and CTS Report Cards.
- 2. CTT Completer JTM Average Wage.** Consistent with the philosophy of setting ambitious performance goals, the JTM Average Wage national goal is also minimally increased to **\$9.70** per hour due to positive performance on this measure during PY 2007.
- 3. CTT Completer 6-Month Average Weekly Earnings.** In recognition of the current economic conditions, the national goal for the 6-Month Follow-Up Average Weekly Earnings is slightly increased from \$420 to **\$425** per week; this also realigns the goal with the Center and CTS Report Cards.

### C. CTT Report Card Indicators

Students who separate as a Zero Tolerance (ZT) Level 1 code 05.1A or 05.2B in 30 days or less, or who separate as a ZT Level 1 code 05.2A in 45 days or less, under Job Corps' Zero Tolerance Policy will not be included in the CTTRC. Students who exit the program for Level 1 ZT violations after 30/45 days will be included in all pools for all center measures, and credit will be given for CTT credentials earned prior to separation. However, students who exit for Level 1 ZT violations are considered neither former enrollees nor graduates, and are excluded from all post-center pools since they are ineligible for post-center services.

The following criteria pertain to the short-term placement measures, as applicable:

- The federal minimum wage requirement applies for all states (except for Puerto Rico, Virgin Islands, and the Trust Territories) to all these measures.
- The wage associated with an initial placement upgrade that occurred during the placement window for graduates and former enrollees will be credited when applicable. See Attachment 2 for a chart outlining the upgrade hierarchy.
- An automatic education placement credit is given to the sending center for graduates who transfer to an approved Advanced Training (AT) program at another center. See Attachment 5 for a chart outlining allowable CTTRC credits for AT transfers.
- Valid placements that are deemed “non-credited” by the Job Corps Data Center (JCDC) due to errors in meeting the requirements for verification and/or reporting timelines specified in PRH Chapter 4, Section 4.5, R2 and R3, shall be included in the CTTRC regional and national totals only. However, all entities may receive credit for the 6- and 12-month outcomes of these graduates, provided they participate in the applicable follow-up surveys. These graduates will also receive career transition services since their placements are valid, making them eligible for the full array of services afforded their separation status.

### 1. CTT Completion Rate

Pool: All separated students who were enrolled for 60 or more days and were assigned to a CTT program.

Students who were enrolled in more than one trade but did not complete any trade, shall be included in the CTT completion pool of the trade in which they were enrolled the longest. Students who completed one or more trades are assigned to the CTT completion pool of each trade completed.

Measure: The percentage of students in the pool who complete a CTT program.

Weight: 10%

Formula: 
$$\frac{\text{Number of Students Who Complete a CTT Program}}{\text{Number of Separated Students Who Were Enrolled for 60 or More Days and Were Assigned to a CTT Program}}$$

### 2. CTT Completer Placement Rate

Pool: All CTT completers whose initial placement records are due or received<sup>1</sup> or who transfer to an approved AT program at another center.

Separated students who complete one or more trades are assigned to the placement pool of each trade completed.

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<sup>1</sup> In this usage, the term “due or received” refers to the sum of the number of CTT completers for whom placement information was reported, i.e., “received,” plus the number of CTT completers for whom placement information was not reported and for whom the placement window had expired, i.e., “due.”

Measure: The percentage of CTT completers in the placement pool who are placed in a job, the military, an educational program, or a job/school combination (according to Job Corps' placement definition in PRH Chapter 4, Exhibit 4-1), or who transfer to an approved AT program at another center.

Students who are in the placement pool for more than one trade shall remain in those pools, whether placed or not, and shall be included in the calculation for the placement measure of each of those trades.

Weight: 20%

Formula: 
$$\frac{\text{Number of CTT Completers Who Are Placed in a Job, the Military, an Education/Training Program, or a Job/School Combination, or Who Transfer to an Approved AT Program at Another Center}}{\text{Number of CTT Completers Whose Initial Placement Records Are Due or Received, or Who Transfer to an Approved AT Program at Another Center}}$$

### 3. CTT Completer Average Wage at Placement

Pool: All CTT completers placed in a job or the military according to the Job Corps placement definition.

Measure: The average hourly wage of CTT completers in the pool associated with their initial or upgrade placement in a job or the military.

Weight: 5%

Formula: 
$$\frac{\text{Sum of Hourly Wages of CTT Completers Placed in a Job or the Military}}{\text{Number of CTT Completers Placed in a Job or the Military}}$$

### 4. CTT Completer JTM/PSC Placement Rate

Pool: All CTT completers who are placed in a job, the military, or who enter postsecondary education or postsecondary training.

Students who completed one or more trades are assigned to the JTM/PSC Placement pool of each trade completed.

Measure: The percentage of CTT completers in the pool who are initially placed, or have a placement upgrade, in a training-related job, the military, postsecondary education, or postsecondary training.

For students who completed more than one CTT offering and are placed in the military, all applicable training programs receive a JTM/PSC Placement credit. Similarly, for students who completed more than one CTT offering and are placed in a postsecondary education or postsecondary training placement, all applicable training programs receive a JTM/PSC Placement credit.

If a student completed more than one CTT offering and is placed in a job related to all of them, all receive a JTM/PSC Placement. If the placement

relates only to one of the CTT offerings, only that training program will be credited with a JTM/PSC Placement. Further, this same student will be removed from the JTM/PSC pool of the other CTT offering(s) completed.

If, however, a student is placed in a job that does not match any of the CTT programs completed, the student is entered into all programs' JTM/PSC placement pools, but no program receives credit since a JTM/PSC placement did not occur.

Weight: 20%

Formula: 
$$\frac{\text{Number of CTT Completers Placed in a Training-Related Job, the Military, Postsecondary Education, or Postsecondary Training}}{\text{Number of CTT Completers Placed in a Job, the Military, Postsecondary Education, or Postsecondary Training}}$$

**Note:** The process created in PY 2007 for requesting that a job title be added to the Job-Training Match (JTM) Crosswalk will continue to be available for PY 2008. A request should be submitted only if the current JTM Crosswalk does not contain an appropriate job title that is directly related to one of the new Training Achievement Records (TARs), released in PY 2006 or later. If the request is approved, the new job title will be added to the placement portion of the JTM crosswalk, and JTM placement credit will be given as appropriate to those students who complete the identified TAR and are placed, as of July 1, 2007, in a position with the approved job title. Please see Attachment 5 for the request form and instructions.

#### **5. CTT Completer Job Training Match (JTM) Average Wage**

Pool: All CTT completers who were placed in a training-related job or the military.

Measure: The average hourly wage of CTT completers placed in training-related jobs or the military.

Weight: 5%

Formula: 
$$\frac{\text{Sum of Hourly Wages of CTT Completers Placed in a Training-Related Job or the Military}}{\text{Number of CTT Completers Placed in a Training-Related Job or the Military}}$$

#### **6. 6-Month Follow-Up Placement Rate**

Pool: All CTT completers initially placed in a job, the military, an education/training program, or a job/school combination and who complete the 6-month follow-up survey.

Measure: The percentage of CTT completers in the pool who report, on the 6-month follow-up survey, that they are in a job, the military, an education/training program, or a job/school combination (according to the Job Corps placement definition).

Weight: 15%

Formula: 
$$\frac{\text{Number of Initially Placed CTT Completers Who Report They Are in a Job, the Military, an Education/Training Program, or a Job/School Combination on the 6-Month Follow-Up Survey}}{\text{Number of Initially Placed CTT Completers Who Complete the 6-Month Follow-Up Survey}}$$

#### **7. 6-Month Follow-Up Average Weekly Earnings**

Pool: All initially placed CTT completers who complete the 6-month follow-up survey and report in the survey they are working in a job or the military (that meets the Job Corps definition of placement).

Measure: The average weekly earnings of placed CTT completers in the pool.

Weight: 20%

Formula: 
$$\frac{\text{Sum of Weekly Earnings of CTT Completers Who Report They Are in a Job or the Military on the 6-Month Follow-Up Survey}}{\text{Number of CTT Completers Who Report They Are in a Job or the Military at the 6th Month After Initial Placement}}$$

#### **8. 12-Month Follow-Up Placement Rate**

Pool: All CTT completers initially placed in a job, the military, an education/training program, or a job/school combination and who complete the 12-month follow-up survey.

Measure: The percentage of CTT completers in the pool who report, on the 12-month follow-up survey, that they are in a job, the military, an education/training program, or a job/school combination (according to the Job Corps placement definition).

Weight: 5%

Formula: 
$$\frac{\text{Number of Initially Placed CTT Completers Who Report They Are in a Job, the Military, an Education/Training Program, or a Job/School Combination on the 12-Month Follow-Up Survey}}{\text{Number of Initially Placed CTT Completers Who Complete the 12-Month Follow-Up Survey}}$$

### **D. Rating Formula**

The program score for each core indicator will be based on actual performance. However, each indicator will be capped at 100%, resulting in the capping of the total score at 100%.

*Example:* Carpentry graduates from XYZ center report earning an average of \$440 per week when responding to the 6-month follow-up survey, exceeding the \$425 per week national goal by 3.5%. Although the \$440 will be displayed on the CTTRC, this particular carpentry program will not earn more than 100% for this indicator. Likewise, this program's overall score, composed of the score for this core indicator, as well as the scores of other core indicators, will not exceed 100%.



**E. Minimum Productivity Rule (MPR)**

The Minimum Productivity Rule (MPR) is a measure of efficiency that attempts to ensure a reasonably high rate of placements are produced relative to the investment made in space, teachers, equipment, and other resources on a center for a given number of contracted slots. The MPR requires all CTT programs to place a minimum of 51% of their contracted training slots (CTT completers only) every program year.

While the MPR is a useful indicator of efficiency for each CTT program, the MPR was temporarily suspended for PY 2007 to allow for centers to transition to using new, more rigorous guidelines and completion requirements for their CTT programs that align them with nationally recognized industry standards and certification requirements. Centers were required to complete the transition to the new and revised CTT programs by June 30, 2008. These higher standards are expected to affect the length of time to complete the program, which in turn may potentially impact attrition rates, reducing the number of potential placements, and increasing the chances of these programs falling below the MPR threshold. **The MPR will, therefore, continue to be suspended for PY 2008,** so that consideration may be given to how the MPR is being impacted and what type of accommodations, if any, will need to be made due to the increased CTT program requirements. It is anticipated that the MPR will be restored in PY 2009.

**F. Program Performance: Incentives and Sanctions**

It is important to understand that the primary purpose of the CTTRIS is to maximize the performance of programs, not to sanction them. The system is designed to assist Job Corps officials, at all levels, to:

- better monitor and evaluate CTT program performance;
- recognize programs that consistently perform well;
- actively assist, at the earliest indication, programs that demonstrate unsatisfactory performance; and
- work to improve programs that exhibit average performance to prevent further decline.

Based on the PY 2008 CTTRC, programs will receive a total score (not to exceed 100%) and be graded on the basis of the following scale:

A	<i>Exceptional performance</i>	90 – 100%
B	<i>Above average performance</i>	80 – 89%
C	<i>Average performance</i>	70 – 79%
D	<i>Unsatisfactory performance</i>	0 – 69%

The CTTRC will display each program's score and grade for the preceding program year.

**1. Grade A (Exceptional Performance)**

CTT programs in Grade A for two or more consecutive program years will be recognized by the National Office of Job Corps, based on recommendations from Regional Offices, as follows:

- Two consecutive years of performance in Grade A: Silver recognition
- Three consecutive years or more of performance in Grade A: Gold recognition

**2. Grade B (Above Average Performance)**

CTT programs in B Grade will not be subject to incentives or sanctions.

**3. Grade C (Average Performance)**

Regional Offices may require programs with performance in Grade C (including National Training Contractors [NTC] programs) to have a PIP, especially those that repeatedly have scores in the low 70s. PIPs will be developed, implemented, regularly monitored and, as necessary, adjusted by all entities involved with the CTT program (i.e., Regional Office, center and, as appropriate, NTC).

**4. Grade D (Unsatisfactory Performance)**

First Year of Grade D Performance:

Utilizing the PY 2008 CTTRC, and for each subsequent program year, Regional Offices will identify all CTT programs in Grade D (including NTC programs) and initiate an Appeals Process. This process will provide operators/Center Directors and, as applicable, NTCs, an opportunity (within 20 business days) to present valid, mitigating circumstances that they believe have caused the unsatisfactory performance. For NTC programs, operators/Center Directors and NTCs are encouraged to jointly develop and submit a single appeal; where this is not possible, separate appeals may be submitted to the Regional Office.

Following the Regional Office-administered Appeals Process, which includes a thorough analysis of all appeals submitted, Regional Offices will notify operators/Center Directors, and as appropriate, NTC officials, of CTT programs that will:

- serve probation and require a PIP;
- not serve probation, but require a PIP; or
- neither serve probation, nor require a PIP.

Regional Offices will submit to the National Office, Division of Program Planning and Development, a composite list of those programs designated to serve probation.

All CTT programs designated to serve probation by the Regional Office will be required to have a PIP. The center, regional project manager and, as appropriate, NTC, will work together to develop, implement, and monitor PIPs. If necessary, PIPs should be modified with Regional Office approval to achieve desired results.

Second Year of Grade D Performance for Programs Having Served One Year of Probation:

At the end of the program year in which probation was served, if the program remains in Grade D, it will be subject to an Appeals Process administered by the National Office of Job Corps, as follows:

- The National Office of Job Corps will formally notify the Regional Directors and, as applicable, NTCs, of programs that were on probation and continued to perform at Grade D.
- Regional Directors/NTCs will have 20 business days to submit appeals to the National Office of Job Corps, Division of Program Planning and Development, Appeals). For NTC programs, Regional Directors and NTCs are encouraged to jointly develop and submit a single appeal; however, where this is not possible, separate appeals may be submitted to the National Office of Job Corps.
- National Office staff will thoroughly review all appeals, consult with Regional Directors and NTCs, as necessary, and recommend to the National Director of Job Corps one of the following actions for each program:
  - closure/slot reduction;
  - probation for another program year (requiring the development of another PIP or modification of the existing PIP, as warranted);
  - no sanctions; however, require that a new PIP be developed or the existing PIP be modified, as warranted; or
  - no sanctions or PIP.
- The National Director will make all final decisions regarding the disposition of programs, and formal notification will be transmitted to appropriate officials.

## **II. ROLES AND RESPONSIBILITIES**

### **A. National Office**

The National Office of Job Corps will be responsible for:

- establishing overall policy regarding the CTTRIS, as well as the weight structure for the CTTRC each program year; and
- administering the National Office Appeals Process for programs subject to closure/slot reduction.

### **B. Regional Offices**

Regional Offices will be responsible for:

- monitoring the performance of all CTT programs monthly, including NTC programs, using the CTTRC and information gathered from center visits, reviews, etc.;

- administering the Regional Office Appeals Process and, as justified, placing programs on probation;
- assisting in the development, implementation, and monitoring of Performance Improvement Plans for all programs in Grade D and, as determined by the Regional Office, those in Grade C;
- participating in the National Office-administered Appeals Process; and
- developing, as needed, CTT change recommendations and related CTT modernization plans in cooperation with centers, Industry Councils and, as applicable, NTCs.

**C. Center Operators/Directors**

Center operators/directors will be responsible for:

- ensuring, in cooperation with Industry Councils, the most meaningful and productive trade mix using relevant local labor market supply and demand data and other economic information;
- coordinating closely with Industry Councils and, as applicable, NTCs, to regularly monitor and improve CTT program performance, based on data contained in the monthly Report Card;
- participating, as applicable, in the Regional Office-administered Appeals Process;
- providing staff training, monitoring performance regularly, and working with Regional Office staff and, as applicable, NTC staff, to develop, implement, and monitor PIPs; and
- initiating organizational, operational, and other changes that help achieve long-term job retention and economic self-sufficiency for students/graduates.

**D. National Training Contractors**

NTCs, working closely with the NTC Contracting Officer Technical Representative (COTR) and center staff, will be responsible for:

- coordinating with Regional Office staff, operators, and center staff to implement the new CTTRC;
- initiating organizational, operational, and other changes that increase and improve long-term job retention and economic self-sufficiency for students/graduates;
- participating in the Regional Office-administered, and National Office-administered Appeals Process, as applicable; and
- providing NTC staff training, monitoring NTC performance frequently, and working with Regional Office and center staff to develop, implement, and regularly monitor PIPs for NTC programs.

**Attachment 1**

**JOB CORPS CTT REPORTING AND IMPROVEMENT SYSTEM**

**PERFORMANCE IMPROVEMENT PLAN (PIP)**

**I. Program Information**

CTT Program:	Slots:	<input type="checkbox"/> Basic	<input type="checkbox"/> AT	<input type="checkbox"/> NTC	<input type="checkbox"/> OCT	<input type="checkbox"/> ACT
Center:			Region (name):			

**II. Program Performance Status**

Performance Status in Most Immediately Completed PY _____:	Performance Status in Preceding PY:
<input type="checkbox"/> C <input type="checkbox"/> D                      Overall Score _____	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D Overall Score: _____ <input type="checkbox"/> N/A
Program was on Performance Improvement Plan in Most Immediately Completed PY: <input type="checkbox"/> Yes <input type="checkbox"/> No	Substantial Improvement from Preceding PY: <input type="checkbox"/> Yes <input type="checkbox"/> No

**III. Performance Improvement Plan (expand the table if necessary)**

Unsatisfactory Performance Area	Cause(s)	Action(s)

Unsatisfactory Performance Area	Cause(s)	Action(s)

**IV. The Following Individuals Have Contributed to Developing this PIP.**

_____	<b>Date:</b> _____
<b>CTT Instructor</b>	
_____	<b>Date:</b> _____
<b>CTT Manager</b>	
_____	<b>Date:</b> _____
<b>Center Director</b>	
_____	<b>Date:</b> _____
<b>National Training Contractor (if applicable)</b>	

**V. Regional Office Approval**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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**VI. Support for This Appeal**

Operator/Agency Official: Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

NTC Official (if applicable): Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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**Regional Use Only**

**V. Final Decisions**

- Neither PIP nor Probation**
- PIP Only, no Probation**
- PIP and Probation**
- Close Program/Reduce Training Slots**



Attachment 3

**CTT Report Card Matrix**

Indicators	Definition	Weight
<b>CTT Completion Rate</b>	$\frac{\text{Number of Students Who Complete a CTT Training Program}}{\text{Number of Separated Students Who Were Enrolled for 60 or More Days and Were Assigned to a CTT Program.}}$	10%
<b>CTT Completer Placement Rate</b>	$\frac{\text{Number of CTT Completers Who are Placed in a Job, the Military, an Education/Training Program, or a Job/School Combination, or Who Transfer to an Approved AT Program at Another Center}}{\text{Number of CTT Completers Whose Initial Placement Records Are Due or Received or Who Transfer to an Approved AT Program at Another Center}}$	20%
<b>CTT Completer Average Wage at Placement</b>	$\frac{\text{Sum of Hourly Wages of CTT Completers Placed in a Job or the Military}}{\text{Number of CTT Completers Placed in a Job or the Military}}$	5%
<b>JTM/PSC Placement Rate</b>	$\frac{\text{Number of CTT Completers Placed in a Training-Related Job, the Military, Postsecondary Education, or Postsecondary Training}}{\text{Number of CTT Completers Placed in a Job, the Military, Postsecondary Education, or Postsecondary Training}}$	20%
<b>JTM Average Wage</b>	$\frac{\text{Sum of Hourly Wages of CTT Completers Placed in a Training-Related Job or the Military}}{\text{Number of CTT Completers Placed in a Training-Related Job or the Military}}$	5%
<b>6-Month Follow-Up Placement Rate</b>	$\frac{\text{Number of Initially Placed CTT Completers Who Report They Are in a Job, the Military, an Education/Training Program, or a Job/School Combination on the 6-Month Follow-Up Survey}}{\text{Number of Initially Placed CTT Completers Who Complete the 6-Month Follow-Up Survey}}$	15%
<b>6-Month Follow-Up Average Weekly Earnings</b>	$\frac{\text{Sum of Weekly Earnings of Initially Placed CTT Completers Who Report They Are in a Job or the Military on the 6-Month Follow-Up Survey}}{\text{Number of CTT Completers Who Report They Are in a Job or the Military on the 6-Month Follow-Up Survey}}$	20%
<b>12-Month Follow-Up Placement Rate</b>	$\frac{\text{Number of Initially Placed CTT Completers Who Report They Are in a Job, the Military, an Education/Training Program, or a Job/School Combination on the 12-Month Follow-Up Survey}}{\text{Number of Initially Placed CTT Completers Who Complete the 12-Month Follow-Up Survey}}$	5%
<b>Total:</b>		<b>100%</b>

**Attachment 4**

<b>INITIAL PLACEMENT CATEGORY</b>	<b>ALLOWABLE UPGRADES</b>
A. Full-time JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with Wage Increase</li> </ul>
B. Postsecondary School/Training, College Placement, or Full-time Job/College Combination (PSC)	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> </ul>
C. Full-time Non-JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher Wage</li> <li>• Postsecondary School/Training, College Placement, or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job with Wage Increase</li> </ul>
D. Part-time JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement with same or higher Wage</li> <li>• Postsecondary School/Training, College Placement, or Full-time Job/College Combination (PSC)</li> <li>• Part-time JTM Job with higher Wage</li> </ul>
E. Part-time Job/College Combination (PSC)	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> <li>• Postsecondary School/Training, College Placement, or Full-time Job/College Combination (PSC)</li> <li>• Part-time JTM Job Placement</li> </ul>
F. Part-time Non-JTM Job Placement	<ul style="list-style-type: none"> <li>• Full-time JTM with same or higher Wage</li> <li>• Postsecondary School/Training, College Placement, or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job Placement with same or higher Wage</li> <li>• Part-time JTM Job with same or higher Wage</li> <li>• Part-time Job/College Combination (PSC)</li> <li>• Part-time Non-JTM Job with Wage Increase</li> </ul>
G. High School, Other Training Program, OJT/Subsidized Employment	<ul style="list-style-type: none"> <li>• Full-time JTM Job Placement</li> <li>• Postsecondary School/Training, College Placement, or Full-time Job/College Combination (PSC)</li> <li>• Full-time Non-JTM Job Placement</li> <li>• Part-time JTM Job Placement</li> <li>• Part-time Job/College Combination (PSC)</li> <li>• Part-time Non-JTM Job Placement</li> </ul>

**Attachment 5**

PY 2008 CTTRC Pools and Credits for CTT Completers Transferred to Advanced Training Programs						
Event	Measure(s)	Sending Center		AT Center		
		Pool	Credit	Pool	Credit	
CTT Completer Transferred to AT Center	CTT Completion	1	1	n/a	n/a	
	CTT Completer Placement	1	1	n/a	n/a	
	JTM/PSC Placement	0	0	n/a	n/a	
CTT Completer Separates from AT Center	CTT Completion	n/a	n/a	1	1/0 As applicable	
CTT Completer Placed or Placement Window Closes	Placed in Job/ Military	CTT Completer Placement	n/a	n/a	1	1
		JTM/PSC Placement	1	1/0 As applicable	1	1/0 As applicable
		JTM Wage	1 As applicable	Add wage to total As applicable	1 As applicable	Add wage to total As applicable
	Placed in School	CTT Completer Placement	n/a	n/a	1	1
	Placed in combination of School & Job	CTT Completer Placement	n/a	n/a	1	1
	Not Placed	CTT Completer Placement	n/a	n/a	1	0
	6- and 12- Month Follow-Up Surveys	If placed CTT Completer and survey completed	Graduate 6- and/or 12-Month Follow-Up Placement	1 As applicable	1/0 As applicable	1 As applicable
If placed CTT completer and 6-month survey completed and student is working in a job or the military		Graduate 6-Month Average Weekly Earnings	1 As applicable	Add earnings to total As applicable	1 As applicable	Add earnings to total As applicable

**Instructions for Filing an Appeal of  
6- or 12-Month Follow-Up Survey Data**

**GENERAL INSTRUCTIONS**

1. Use this form to file an appeal for 6-month or 12-month survey data.
2. The appeal must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.
3. Job Corps centers, CTS agencies, and National Training Contractors (NTCs) may file an appeal.
4. Appeals **must** be submitted with supporting documentation.  
**Note:** Do not include the student's Social Security Number on any documentation.
5. Submit the appeal with documentation to:

National Office of Job Corps, Program Accountability Team  
200 Constitution Avenue, NW, Room N-4507  
Washington, DC 20210

**INSTRUCTIONS FOR COMPLETING THE APPEAL FORM**

**Check Box for Appeal**

1. Check the appropriate box(es) to indicate the survey (6- or 12-month) and the type of appeal you are filing.
2. You may file an appeal for placement only, the amount of earnings only, or for both placement and earnings. If you are appealing an education placement, mark the placement box for the appropriate survey. If you are only appealing the earnings reported, mark the earnings box for the appropriate survey. If you are appealing a job placement, mark both the placement box and the earnings box for the appropriate survey.

**Student Information**

1. Enter the student's Job Corps-assigned student identification number.
2. Print the student's last name, followed by middle initial, and first name.
3. Print the name of the center from which the student separated.
4. Record the month, day, and year that the student reported to work or school.
- 5-6. You must determine the dates of the survey week from data stored in CIS for the student whose data you are appealing. The survey week is the 7-day period (Sunday through Saturday) prior to the survey date. Query the information by entering the student's identification number. Record the start and end date in the appropriate boxes in #5 and #6.

**Note:** If no survey record appears in CIS, then an appeal cannot be filed.

Use the table below to determine which sections to complete for different types of placements:

Type of Placement:	If Appealing:	Then Complete:
One part-time or full-time job	Same	Section A
School or training placement	Same	Section B

### **Section A: Employment**

If you are appealing data on employment status, complete Section A.

1. Print the employer's name.
2. Enter the total number of hours that the student worked during the survey week. The student must have worked the minimum number of hours required to meet Job Corps' placement definition during the 7-day period represented by the survey week for the job(s) to qualify for credit. Additionally, the job placement must meet any additional criteria as stipulated in Exhibit 4-1.
3. Check the appropriate box to indicate the student's earnings unit (i.e., if the student was paid hourly, weekly, monthly, or daily) as indicated on the student's pay stub.
4. Enter the dollar amount of earnings on the line that corresponds with the earnings unit selected as indicated on the student's pay stub. **Note:** The student must have earned at least federal minimum wage for this to qualify as a Job Corps job placement.
5. If the student earned other payments from this job during the survey week (e.g., bonus, tips, commission, etc.), enter the dollar amount on the appropriate line of item 4.

**You must attach written documentation of employment information.** Pay information must either: (1) at a minimum, include the complete 7-day period (Sunday through Saturday) prior to the date surveyed; and (2) show that the student worked a minimum of 20 hours during the dates that cover the survey week. For example: The survey week is from September 4th to September 10th. The student is paid by the week and the pay stub covers September 6th to September 12th when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. **Written documentation may include: a pay stub, written statement on letterhead, or a business card/official stamp affixed to an employer verification form.** Documentation through The Work Number detailing the student's employment information in such a way as to meet Job Corps' placement requirements is also accepted for verification *only* if accompanied by the student's pay stub. **Please see Exhibit 4-2 for further information regarding documentation requirements.**

### **Section B: Education**

If you are appealing data on education status, complete Section B.

1. Print the name of the school or training institution.
2. Check the appropriate box to indicate the type of school, college, or training program the student attends. The student must have attended school/training for the minimum number of hours required, or be enrolled for the minimum number of credits, to meet Job Corps' educational placement definition during the 7-day period represented by the survey week for the placement to qualify for credit. Additionally, the educational placement must meet any additional criteria as stipulated in Exhibit 4-1.
3. Enter information on attendance/enrollment in this column; if the student:

- a. is enrolled in high school, enter the grade level and the number of hours the student attended during the survey week. The student must be enrolled in 9th grade or higher to qualify.
  - b. was enrolled in a postsecondary CTT or technical school, enter the number of hours the student attended during the survey week.
  - c. was enrolled in college, record the number of course credit hours the student was registered to take for the period that includes the dates of the survey week.
  - d. was enrolled in an on-the-job training program or was working in a subsidized job, enter the number of hours the student worked during the survey week.
  - e. was enrolled in an “other” program (e.g., a program to obtain a GED), enter the number of hours the student attended during the survey week.
4. If other training was completed during the survey week, please specify the type of program and training.

**You must attach written documentation from the school or training program or college (on official letterhead or with an official stamp) documenting that the student was enrolled/attending during the 7-day period covered by the survey week. Please see Exhibit 4-2 for further information regarding documentation requirements.**

#### **Information of Person Completing the Form**

- 1-2. Print your name and sign the form where indicated.
3. Record the name of the center or placement agency where you work and the appropriate 6-digit identification code for your center/agency.
4. Record the telephone number at which you may be reached.
5. Print the date you submitted the form.

**U.S. Department of Labor**

**JOB CORPS APPEAL FORM FOR 6- or 12-MONTH SURVEY DATA**

<b>Student Information: (Please Print)</b>		<b>Check Box for Appeal:</b>			
1. Student Identification Number		6-Month Placement <input type="checkbox"/>	6-Month Earnings <input type="checkbox"/>	12-Month Placement <input type="checkbox"/>	12-Month Earnings <input type="checkbox"/>
2. Last Name		MI	First Name		
3. Center Attended		4. Date Reported to Initial Placement (Work or School):		Month	Day
				Year	

**Query CIS to Get the Correct Start and End Dates for the Appropriate Survey Week and Enter Dates Below**

5. Start Date of Week:	Month	Day	Year	6. End Date of Week:	Month	Day	Year

**Complete Section A or Section B Below:**

**Section A: Complete this section if appeal is for employment during the week. Attach a pay stub for the time period that includes the start and end dates.**

1. Employer's Name:	
2. Total Hours: (worked during the week in question)	
3. Earnings* Unit: (check one)	4. Dollar Amount: (enter earnings for unit selected)
<input type="checkbox"/> Hourly	\$
<input type="checkbox"/> Weekly	\$
<input type="checkbox"/> Monthly	\$
<input type="checkbox"/> Daily	\$
5. Other weekly payments (e.g. ,bonuses, tips, commissions, etc.)	\$

\* Earnings per hour must equal or exceed the federal minimum wage to qualify as a valid placement.

**Section B: Complete this section if the appeal is for education data. Attach a letter from the institution stating student was enrolled/attended for the minimum hours required for a valid Job Corps placement during the week.**

1. Enter Name of School/Training Institution:	
2. Type of School/Training Program (check one):	3. Enter Information on School/Training Below:
<input type="checkbox"/> High School	Grade: _____ Hours attended in week: _____
<input type="checkbox"/> Postsecondary CTT/Technical School	No. of hours attended in week: _____
<input type="checkbox"/> College	No. of credit hours enrolled in: _____
<input type="checkbox"/> On-the-job Training or Subsidized Employment	No. of hours attended in week: _____
<input type="checkbox"/> Other Training	No. of hours attended in week: _____
4. If Other Training, specify type:	

**INFORMATION OF PERSON COMPLETING THE FORM:**

1. Print Your Name:	2. Signature:
3. Agency Name/Code (6- Digit ID Code):	4. Your Telephone: (      )
National Office Use Only:	5. Date Form Submitted:
Reviewed by:	<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved:      Date:

## Attachment 7

<p style="text-align: center;"><b>Instructions for Filing a Request to Add a Job Title to the Job-Training Match (JTM) Crosswalk</b></p>
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### **GENERAL INSTRUCTIONS**

1. This form is to be used to request that a Job Placement Title be added to the Job-Training Match (JTM) Crosswalk. This form should be submitted only if the current JTM Crosswalk does not contain an appropriate job title that is directly related to one of the new Training Achievement Records (TARs), which were released in PY 2006 or later. If the request is approved, the new job title will be added to the placement portion of the JTM crosswalk, and JTM placement credit will be given as appropriate to students who complete the identified TAR and are placed, as of July 1, 2007, in a position with the identified job title.
2. The request must be filed within 90 days of the month in which the student's record first appears on the Center OMS-20, VES-20, or CTS OMS-20.
3. Job Corps centers, CTS agencies, and National Training Contractors (NTCs) may file a request.
4. Submit the appeal with documentation to:

National Office of Job Corps, Career Technical Training Team  
200 Constitution Avenue, NW, Room N-4507  
Washington, DC 20210

### **INSTRUCTIONS FOR COMPLETING THE REQUEST FORM**

#### ***Student Information***

1. Enter the student's Job Corps Student Identification Number in the box.
2. Print the student's last name, followed by middle initial, and first name.
3. Print the name of the center from which the student separated.
4. Record the month, day, and year that the student reported to work.

#### ***Proposed Job Training Matches***

1. Enter the official title, as found in O\*NET-98 or O\*NET-SOC, for the proposed job training match placement.
2. Enter the office code as found in O\*NET-98 or O\*NET-SOC.
3. Provide rationale for the proposed job training match placement title. Appropriate Job Training Match placement titles must: (a) correspond to the training received by the student, and (b) require moderate training, greater than on-the-job training, for attainment. Job placements that do not require any training or experience will be not be considered.

#### ***Information About You (Bottom of Form)***

- 1-2. Print your name and sign the form in the appropriate boxes.
3. Record the name of the center or placement agency where you work and the six-digit identification code for your center/agency.
4. Record the telephone number at which you may be reached.
5. Enter the date you are submitting the appeal form.



**NATIONAL OFFICE OF JOB CORPS**

**FORM TO REQUEST ADDITION OF A JOB TITLE TO THE JOB-TRAINING MATCH CROSSWALK**

<b>Student Information: (Please Print)</b>				
1. Student ID#				
2. Last Name		MI		First Name
3. Center Attended	4. Date Reported to Initial Placement:	Month	Day	Year

<b>Proposed Job Training Match</b>	
1. Job Title	2. O*NET Code
3. Rationale for JTM Placement:	

**INFORMATION OF PERSON COMPLETING THE FORM:**

1. Print Your Name:	2. Signature:
3. Agency Name/Code (6- Digit ID Code):	4. Your Telephone: (        )
National Office Use Only:	5. Date Form Submitted:
Reviewed by:	<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved:                      Date: