APPENDIX 309
OCT Program Code Request Form

Regional Office Program Managers shall submit an OCT Program Code Request Form to the National Office to ensure timely processing of OCT program codes in the data collection system. The form should be submitted to the National Office, Attention: Division of Educational Services/Career Technical Training Team Leader. The National Office will inform the Job Corps Data Center of approved program codes and slots.

Region	Center	Training Program	Training Title	Training O*NET Code	Compl. Level	CIP Code	Slot
Example:							
Philadelphia	Old Dominion	Automotive	General Service Technician	85302JT	C	47a	5