

December 21, 2010

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| DIRECTIVE: | JOB CORPS PRH CHANGE NOTICE NO. 10-11 |
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 3, Appendices 310, 311, and 312: Career Technical
Training Credential Request Process

1. Purpose. To provide guidance to the Job Corps community on the process for requesting approval of new career technical credentials. Please note that this process does not apply to credentials previously submitted for review.
2. Background. To support access to new career technical training (CTT) credentials aligned with approved center-specific programs and existing national training program credentials, the National Office of Job Corps has developed a process for submission and review of credential requests.
3. CTT Credential Request Process. The National Office has developed guidelines, a request form, and an appeal form to facilitate the addition of new credentials, and modification of existing credentials, in the Center Information System (CIS). This procedure is similar to the CTT Change Request process.

Briefly, the criteria for approving new credentials mirrors criteria applicable to CTT Change Requests and the review of previously submitted credentials:

- a. *Standards-based:* The credential is based on a set of technical standards that the industry has developed, which reflect the work requirements for the occupation.
- b. *Industry-recognized:* Employers recognize that workers with the credential have a minimum level of competence to complete the required work in a satisfactory manner.

- c. *Identifiable sponsoring entity:* An organization or entity issues the standards and establishes the assessment tool used to evaluate whether or not students meet the standards.
- d. *Career pathway potential:* The credential supports building a career in the industry.
- e. *Program accreditation:* The certifying body has established a third-party process for awarding program accreditation (when applicable).

Centers will submit a request form to their Regional Office for review. If the request is approved, the Regional Office will forward it to the National Office for final approval. If a request is denied, the center may submit an appeal form to provide further rationale for the relevance of the credential.

The National Office will notify the Job Corps Data Center (JCDC) of all approved credentials, to permit quarterly updating of the CTT Credential Module.

- 4. Explanation of PRH Changes. The *CTT Credential Request Guidelines* (Attachment A), *CTT Credential Request Form* (Attachment B), and *CTT Credential Appeal Form* (Attachment C) will be included in the Job Corps Policy and Requirements Handbook (PRH) as Appendices 310, 311, and 312, respectively.
- 5. Action Required. Addressees are to ensure this Change Notice is distributed to center directors, CTT managers, supervisors, instructors, and all other appropriate staff.
- 6. Effective Date. December 21, 2010.
- 7. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.t@dol.gov.

Attachments

- A – PRH Appendix 310, CTT Credential Request Guidelines
- B – PRH Appendix 311, CTT Credential Request Form
- C – PRH Appendix 312, CTT Credential Appeal Form