

APPENDIX 501d

**POLICIES AND PROCEDURES
FOR PY 2012
CAREER TECHNICAL TRAINING
OUTCOME MEASUREMENT SYSTEM**

TABLE OF CONTENTS

| | |
|---|--|
| I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2012 | |
| A. | Overview.....1 |
| B. | PY 2012 Changes in Appendix 501d.....1 |
| C. | Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card4 |
| D. | Career Technical Training (CTT) Measures.....4 |
| 1. | CTT Completion Rate.....4 |
| 2. | CTT Industry-Recognized Credential Attainment Rate5 |
| 3. | CTT Completer Placement Rate6 |
| 4. | CTT Completer Average Hourly Wage at Placement6 |
| 5. | CTT Completer Full-Time Job Placement Rate7 |
| 6. | CTT Completer Job Training Match (JTM)/ Post-secondary Credit (PSC) Placement Rate.....7 |
| 7. | CTT Completer Job Training Match (JTM) Average Hourly Wage9 |
| 8. | CTT 6-Month Follow-up Placement Rate9 |
| 9. | CTT 6-Month Follow-up Average Weekly Earnings9 |
| 10. | CTT 12-Month Follow-up Placement Rate10 |
| E. | Performance Goals.....10 |
| F. | Weights11 |
| G. | Overall Rating.....11 |
| H. | Minimum Productivity Rule (MPR).....11 |
| I. | Program Performance11 |
| 1. | Grade A (Exceptional Performance).....12 |
| 2. | Grade B (Above Average Performance).....12 |
| 3. | Grade C (Average Performance)12 |
| 4. | Grade D (Unsatisfactory Performance)13 |
| II. ROLES AND RESPONSIBILITIES | |
| A. | National Office.....15 |
| B. | Regional Offices15 |
| C. | Job Corps Centers15 |
| D. | National Training Contractors16 |
| E. | Job Corps Data Center (JCDC).....16 |

Attachment 1: PY 2012 Performance Improvement Plan

Attachment 2: PY 2012 Regional Office Appeals Form

Attachment 3: PY 2012 Initial Placements and Allowable Upgrades

Attachment 4: PY 2012 CTT Report Card Pools and Credits for CTT Completers Transferred to
Advanced Training Programs

Attachment 5: Instructions for Filing an Appeal of 6- or 12-Month Follow-up Survey
Data/Appeal Form

Attachment 6: PY 2012 Instructions for Filing a Request to Add a Placement Code to the JTM
Crosswalk/Request Form

I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2012

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 Program Year (PY) 2012 Outcome Measurement System (OMS) Report Cards.

- A. **Overview.** The Career Technical Training (CTT) Report Card is a comprehensive system used to measure the performance of all Job Corps career technical training (CTT) programs, both center-operated and National Training Contractor (NTC)-operated.

The CTT Report Card provides data regarding students' participation in CTT programs, as well as achievement of long-term employment at sustainable earnings. The CTT Report Card also supports the mission of the Career Development Services System (CDSS) and Workforce Investment Act of 1998 (WIA) requirements.

- B. **PY 2012 Changes in Appendix 501d.** Provided below is a description of changes to the CTT Report Card for PY 2012.

The Minimum Productivity Rule (MPR) will be reinstated in PY 2012 for informational purposes only. The MPR was suspended beginning in PY 2007 to allow time for centers to transition to using more rigorous training guidelines and completion elements reflective of nationally recognized industry standards and credential requirements. Additional details can be found in Section H.

Since PY 2010, goals have been added to all the measures of the CTT Report Card to align with the Center, Outreach and Admissions (OA), and Career Transition Services (CTS) Report Cards. As with the other Report Cards, ratings relative to the goals are used to determine overall performance. In addition, performance that exceeds the goal will be rated accordingly and will be displayed on the CTT Report Card. This will encourage those programs that are already meeting their goals to continue striving for higher levels of performance. The CTT Evaluation Scale has been redesigned to align with the CTT Report Card's transition to a new rating system (relative to goals). Additional details can be found in Section I.

In PY 2010, an improved Job Training Match (JTM) Crosswalk was introduced that more directly aligns training programs with jobs. The JTM Crosswalk provides the link to determine whether students' placement in employment is related to the career technical

training received in Job Corps. The JTM Crosswalk is the fundamental data source for the JTM measures; therefore, it is essential that the Crosswalk accurately links relevant jobs to appropriate training. While updates have been made to the JTM Crosswalk since its introduction in 1998 (for example, the conversion to O*NET-SOC 2009 placement codes), a major overhaul of the Crosswalk and its structure was necessary to ensure the continued accuracy and validity of the outcomes reported. The 2011 and 2012 versions of the Crosswalk reflect enhanced alignment among Training Achievement Records (TARs), Training Program Areas (TPAs), and O*NET-SOC, the industry-recognized national occupational database – including the addition of placements recommended by practitioners from the field.

Changes in the PY 2012 CTT Report Card are as follows:

1. **Career Technical Training (CTT) Industry-Recognized Credential Attainment Rate:** The Industry-Recognized Credential Attainment Rate measure was introduced in PY 2010 for informational purposes only in order to allow centers time to establish baselines and track their progress in meeting goals. The initial goal of 50% was based on historical data for PY 2010; actual performance during PY 2011 far exceeded the goal. In order to align with the Center Report Card, the goal for CTT Industry-Recognized Credential Attainment is increased in PY 2012, from 50% to 80%.
2. **Career Technical Training (CTT) Completer Average Hourly Wage at Placement:** For PY 2012, the goal for CTT Completer Average Hourly Wage is increased from \$9.50 per hour to \$9.85 per hour.
3. **Career Technical Training (CTT) Completer Job Training Match Average Wage:** For PY 2012, the goal for CTT Completer Job Training Match Average Wage is increased from \$10.00 to \$10.40 per hour.

NOTE: The Career Technical Training Completer Full-Time Job Placement Rate, introduced in PY 2010, will continue to be reported for information purposes only, and will not be weighted in PY 2012.

Provided on the next page is a summary table outlining the PY 2012 CTT Report Card.

| PY 2012 CTT REPORT CARD | | | |
|--|---|-------------|---------------|
| Measure | Definition | Goal | Weight |
| Career Technical Training Program Completion Rate | $\frac{\text{No. of Students who complete a Career Technical Training program}}{\text{No. of Separated Students assigned to a Career Technical Training program}}$ | 75% | 15% |
| Career Technical Training Industry-Recognized Credential Attainment Rate | $\frac{\text{No. of Career Technical Training Students who attain an approved industry-recognized credential or complete an NTC program}}{\text{No. of Students Assigned to a Career Technical Training program}}$ | 80% | 5% |
| Career Technical Training Completer Placement Rate | $\frac{\text{No. of Career Technical Training completers placed in a job, the military, or education/training, or who transfer to an Advanced Training program at another center}}{\text{No. of Career Technical Training completers whose placement records are due or received or who transfer to an Advanced Training program at another center}}$ | 90% | 20% |
| Career Technical Training Completer Average Hourly Wage at Placement | $\frac{\text{Sum of hourly wages of Career Technical Training completers placed in a job or the military}}{\text{No. of Career Training Completters placed in a job or the military}}$ | \$9.85 | 10% |
| Career Technical Training Completer Full-Time Job Placement Rate | $\frac{\text{No. of Career Technical Training completers placed in a full-time job or the military}}{\text{No. of Career Technical Training completers placed in a job or the military}}$ | 80% | 0% |
| Career Technical Training Completer Job Training Match (JTM) /Post-secondary Credit (PSC) Placement Rate | $\frac{\text{No. of Career Technical Training completers placed in a training-related job, the military, or post-secondary education/training}}{\text{No. of Career Technical Training program completers placed in a job, the military, or post-secondary education/training}}$ | 75% | 10% |
| Career Technical Training Completer Job Training Match Average Wage | $\frac{\text{Sum of Hourly Wages of Career Technical Training completers placed in a Training-Related Job or the Military}}{\text{No. of Career Technical Training program completers placed in a training-related job or the military}}$ | \$10.40 | 5% |
| Career Technical Training Completer 6-Month Follow-up Placement Rate | $\frac{\text{No. of initially placed Career Technical Training completers who report they are in a job, the military, or education/training on the 6-Month Follow-up Survey}}{\text{No. of initially placed Career Technical Training completers who complete the 6-Month Follow-up Survey}}$ | 70% | 15% |
| Career Technical Training Completer 6-Month Follow-up Average Weekly Earnings | $\frac{\text{Sum of weekly earnings of initially placed Career Technical Training completers who report they are in a job or the military on the 6-Month Follow-up Survey}}{\text{No. of Career Technical Training completers who report they are in a job or the military on the 6-Month Follow-up Survey}}$ | \$425 | 15% |
| Career Technical Training Completer 12-Month Follow-up Placement Rate | $\frac{\text{No. of initially placed Career Technical Training completers who report they are in a job, the military, or education/training on the 12-Month Follow-up Survey}}{\text{No. of initially placed Career Technical Training completers who complete the 12-Month Follow-up Survey}}$ | 70% | 5% |
| | | | 100% |

C. Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card.

Students who separate due to Level 1 ZT infractions or students who are enrolled in Job Corps for less than 60 days will *not* be included in the CTT Report Card since they are ineligible for post-center services.

The list of Level 1 ZT infractions can be found in the Job Corps Policy and Requirements Handbook (PRH), Chapter 3, Exhibit 3-1 (Infraction Levels and Appropriate Center Actions).

D. Career Technical Training Measures. Provided below is a description of the CTT performance measures. The following criteria pertain to the CTT placement measures, as applicable:

- The federal minimum wage requirement applies for all states (except for Puerto Rico, U.S. Virgin Islands, and U.S. Territories) to all these measures;
- Initial placement upgrades that occur during the placement window for former enrollees and graduates will be credited and may change the statistical status associated with a particular student. See Attachment 3 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 4 for a chart outlining allowable CTT Report Card credits for AT transfers. This does not apply to Advanced Career Training (ACT) transfers; and
- 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 CTT Report Card 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. Career Technical Training (CTT) Completion Rate.

Pool: All separated students who entered a CTT program.

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

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

Goal: The national goal is 75%.

Weight: 15%

Formula:

$$\frac{\text{Number of Students who complete a Career Technical Training program}}{\text{Number of Separated Students who entered a Career Technical Training program}}$$

2. **Career Technical Training (CTT) Industry-Recognized Credential Attainment Rate.**

Pool: All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs)

Measure: The percentage of separated students who have attained an approved industry-recognized credential that is linked to their CTT program or students who have completed a training program offered by a National Training Contractor (NTC).

Goal: The national goal is 80%.

Weight: 5%

Formula:

$$\frac{\text{Number of Career Technical Training Students who attain an approved industry-recognized credential or Students who complete an NTC program}}{\text{Number of Students Assigned to a Career Technical Training Program}}$$

3. Career Technical Training (CTT) Completer Placement Rate.

Pool: All CTT completers whose initial placement records are due or received¹ or who transfer to an approved AT program at another center.

Separated students who complete one or more CTT programs are assigned to the placement pool of each program completed.

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 CTT offering shall remain in those pools, whether placed or not, and shall be included in the calculation for the placement measure of each of those training programs.

Goal: The national goal is 90%.

Weight: 20%

Formula:
$$\frac{\text{Number of Career Technical Training completers placed in a job, the military, an education/training program, or a job/school combination, or who transfer to an approved Advanced Training program at another center}}{\text{Number of Career Technical Training completers whose initial placement records are due or received, or who transfer to an approved Advanced Training program at another center}}$$

4. Career Technical Training (CTT) Completer Average Hourly 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.

Goal: The national goal is \$9.85.

¹ 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."

Weight: 10%

Formula:
$$\frac{\text{Sum of hourly wages of Career Technical Training completers placed in a job or the military}}{\text{Number of Career Technical Training completers placed in a job or the military}}$$

5. Career Technical Training (CTT) Completer Full-Time Job Placement Rate.

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

Measure: The percentage of CTT completers in the pool who are placed in a full-time job or the military.

Goal: The national goal is 80%.

Weight: 0%

Formula:
$$\frac{\text{Number of Career Technical Training completers placed in a full-time job or military}}{\text{Number of Career Technical Training completers placed in a job or military}}$$

6. Career Technical Training (CTT) Completer Job Training Match (JTM)/Post-secondary Credit (PSC) Placement Rate.

In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers initially placed in training-related jobs or the military, was added into the Center Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program's emphasis on education, the measure was expanded to also credit CTT completers that enter a post-secondary education or post-secondary training as Post-secondary Credit (PSC). In 2010, 2011, and 2012, the Office of Job Corps issued revised versions of the JTM Crosswalk to refine alignment with O*NET-SOC, the industry-recognized national occupational database.

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

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

| | |
|-----------------|--|
| <u>Measure:</u> | <p>The percentage of CTT completers in the pool who are initially placed, or have a placement upgrade, in a training-related job, the military, post-secondary education, or post-secondary training.</p> <p>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 post-secondary education or post-secondary training placement, all applicable training programs receive a JTM/PSC Placement credit.</p> <p>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 to only 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.</p> <p>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.</p> |
| <u>Goal:</u> | The national goal is 75%. |
| <u>Weight:</u> | 10% |
| <u>Formula:</u> | $\frac{\text{Number of Career Technical Training completers placed in a training-related job, the military, post-secondary education, or post-secondary training}}{\text{Number of Career Technical Training completers placed in a job, the military, post-secondary education, or post-secondary training}}$ |

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2012. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code

will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. Please see Attachment 6 for the request form and instructions.

7. Career Technical Training (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.

Goal: The national goal is \$10.40.

Weight: 5%

Formula:
$$\frac{\text{Sum of hourly wages of Career Technical Training completers placed in a training-related job or the military}}{\text{Number of Career Technical Training completers placed in a training-related job or the military}}$$

8. Career Technical Training (CTT) 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).

Goal: The national goal is 70%.

Weight: 15%

Formula:
$$\frac{\text{Number of initially placed Career Technical Training completers who report they are in a job, the military, an education/training program, or a job/school combination on the 6-Month Follow-up Survey}}{\text{Number of initially placed Career Technical Training completers who complete the 6-Month Follow-up Survey}}$$

9. Career Technical Training (CTT) 6-Month Follow-up Average Weekly Earnings.

| | |
|-----------------|--|
| <u>Pool:</u> | All initially placed CTT completers who complete the 6-month follow-up survey and report in the survey they are working in a job (that meets the Job Corps definition of placement) or the military. |
| <u>Measure:</u> | The average weekly earnings of placed CTT completers in the pool. |
| <u>Goal:</u> | The national goal is \$425. |
| <u>Weight:</u> | 15% |
| <u>Formula:</u> | $\frac{\text{Sum of Weekly Earnings of Career Technical Training completers who report they are in a job or the military on the 6-Month Follow-up Survey}}{\text{Number of Career Technical Training completers who report they are in a job or the military at the 6th month after initial placement}}$ |

10. Career Technical Training (CTT) 12-Month Follow-up Placement Rate.

| | |
|-----------------|--|
| <u>Pool:</u> | 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. |
| <u>Measure:</u> | 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). |
| <u>Goal:</u> | The national goal is 70%. |
| <u>Weight:</u> | 5% |
| <u>Formula:</u> | $\frac{\text{Number of initially placed Career Technical Training completers who report they are in a job, the military, an education/training program, or a job/school combination on the 12-Month Follow-up Survey}}{\text{Number of initially placed Career Technical Training Completers who complete the 12-Month Follow-up Survey}}$ |

E. Performance Goals. Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. A thorough analyses of

historical data, where available, has been conducted to assist in establishing reasonable and attainable goals for the system.

All the measures in the CTT Report Card have *national* goals.

- F. Weights.** A weight is assigned to each measure to reflect: 1) areas of emphasis in CTT programs' accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the CTT Report Card remains intact in PY 2012.

- G. Overall Rating.** Results across each of the weighted measures are aggregated to create an overall rating. CTT program performance is weighted among the individual measures to obtain an overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process.

- H. Minimum Productivity Rule (MPR).** The Minimum Productivity Rule (MPR) is a measure of efficiency that establishes a benchmark for the number of placements in a program year relative to the investment made in Job Corps' training programs to include facilities, instructors, 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 students (CTT completers only) occupying contracted training slots every program year. The MPR was suspended beginning in PY 2007 to allow time for centers to transition to using more rigorous training guidelines and completion elements reflective of nationally recognized industry standards and credential requirements. **For PY 2012, the MPR will be reinstated for informational purposes only.** The CTT-10 report will contain trade performance data relative to MPR but overall ratings will not be impacted as they were in the past application of the measure. Consistent with the informational aspect of performance in this area for PY 2011, programs failing to meet the MPR threshold will be indicated with an asterisk. MPR data will be collected throughout the year to monitor related outcomes and inform efforts to fully implement this measure in PY 2013.

- I. Program Performance:** The primary purpose of the CTT Report Card, consistent with other OMS reports, is to account for results based on established program parameters and

goals. The measures on the CTT Report Card represent key indicators of program success related to student preparation for the labor market and overall employment. Performance is ultimately determined based on the degree to which goals are met or exceeded and the ability of programs to strategically and proficiently demonstrate a focus on maximizing student outcomes on a consistent basis. 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;
- work to improve programs that exhibit average performance to prevent further decline;
- actively assist, at the earliest indication, programs that demonstrate unsatisfactory performance; and
- initiate corrective action for programs that consistently perform at an unsatisfactory level.

Based on the PY 2012 CTT Report Card, programs will receive an overall rating and will be graded on the basis of the following scale:

| | | |
|---|-----------------------------------|--------------------------|
| A | <i>Exceptional performance</i> | <i>110.0% and higher</i> |
| B | <i>Above average performance</i> | <i>95.0% – 109.9%</i> |
| C | <i>Average performance</i> | <i>80.0% – 94.9%</i> |
| D | <i>Unsatisfactory performance</i> | <i>0 – 79.9%</i> |

The CTT Report Card will display each program's score and grade for the preceding program year.

1. Grade A (Exceptional Performance)

Programs in Grade A status will be recognized as appropriate by their respective Regional Office.

2. Grade B (Above Average Performance)

Programs in Grade B status will also be recognized as appropriate by their respective Regional Office.

3. Grade C (Average Performance)

Regional Offices may require programs with performance in Grade C (including National Training Contractors [NTC] programs) to have a Performance Improvement Plan (PIP), especially those that repeatedly have overall ratings between 80.0% and 84.9% (low Grade C). 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)

a. First Year of Grade D Performance:

At the end of PY 2012, Regional Offices are required to identify all CTT programs in Grade D for the first year (including NTC programs) and initiate a process for corrective action – which will include an opportunity for operators/Center Directors and, as applicable, NTCs, to (within 20 business days) appeal the proposal for corrective action by presenting evidence of mitigating circumstances that they believe caused or contributed to 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 corrective action and 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 a PIP.

Regional Offices are required to submit to the National Office of Job Corps, Division of Educational Services, a composite list of those programs designated to serve probation and a copy of the PIP for each targeted center.

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.

b. 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 a corrective action and 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:

U.S. Department of Labor/ Office of Job Corps

200 Constitution Avenue, NW, Room N-4507

Washington, DC 20210

Attention: Career Technical Training Team

- 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 Regional Office to develop 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.

I. ROLES AND RESPONSIBILITIES

A. **National Office.** The National Office of Job Corps will be responsible for:

- establishing overall policy regarding the weight structure for the CTT Report Card 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 CTT Report Card 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 PIPs for all programs in Grade D and, as determined by the Regional Office, those in low 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. **Job Corps Centers.** Job Corps centers 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 and/or National 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 Representative (COR) and center staff, will be responsible for:

- coordinating with Regional Office staff, operators, and center staff to implement the new CTT Report Card;
- 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/or 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.

E. Job Corps Data Center (JCDC). JCDC is responsible for ensuring that the CTT Report Card and other reports are issued in accordance with the target release dates. JCDC coordinates specifications of the CTT Report Card report with National Office staff and ensures that the data generated in the reports accurately reflect the policy and programming design. JCDC provides Help Desk services regarding CTT program data, including NTC data, reporting and oversight of CIS and CTS, Help Desk services to the National Office of Job Corps and Regional Offices regarding CTT program data and reporting, and training and services to the regions on CIS and CTS.

Attachment 1

JOB CORPS CTT REPORT CARD

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 |
| Program was on Performance Improvement Plan in Most Immediately Completed PY: <input type="checkbox"/> Yes <input type="checkbox"/> No | Overall Score: _____ <input type="checkbox"/> N/A |
| | 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.

| | |
|---|--------------------|
| _____ | Date: _____ |
| CTT Instructor | |
| _____ | Date: _____ |
| CTT Manager | |
| _____ | Date: _____ |
| Center Director | |
| _____ | Date: _____ |
| National Training Contractor (if applicable) | |

V. Regional Office Approval

Name _____ **Title** _____ **Signature** _____ **Date** _____

VI. Support for This Appeal

Operator/Agency Official: Name _____ Title _____ Date _____

NTC Official (if applicable): Name _____ Title _____ Date _____

Regional Use Only

V. Final Decisions

- Neither PIP nor Probation**
- PIP Only, no Probation**
- PIP and Probation**
- Recommend Closure or Training Slot Reduction**

Attachment 3

| PY 2012 INITIAL PLACEMENT AND ALLOWABLE UPGRADES | |
|---|---|
| INITIAL PLACEMENT CATEGORY | ALLOWABLE UPGRADES |
| A. Full-time JTM Job Placement | <ul style="list-style-type: none"> • Full-time JTM with wage increase |
| B. Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) | <ul style="list-style-type: none"> • Full-time JTM Job Placement |
| C. Full-time Non-JTM Job Placement | <ul style="list-style-type: none"> • Full-time JTM with same or higher wage • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Full-time Non-JTM Job with wage increase |
| D. Part-time JTM Job Placement | <ul style="list-style-type: none"> • Full-time JTM Job Placement with same or higher wage • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Part-time JTM Job with higher wage |
| E. Part-time Job/College Combination (PSC) | <ul style="list-style-type: none"> • Full-time JTM Job Placement • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Part-time JTM Job Placement |
| F. Part-time Non-JTM Job Placement | <ul style="list-style-type: none"> • Full-time JTM with same or higher wage • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Full-time Non-JTM Job Placement with same or higher wage • Part-time JTM Job with same or higher Wage • Part-time Job/College Combination (PSC) • Part-time Non-JTM Job with wage increase |
| G. High School, Other Training Program, OJT/Subsidized Employment | <ul style="list-style-type: none"> • Full-time JTM Job Placement • Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) • Full-time Non-JTM Job Placement • Part-time JTM Job Placement • Part-time Job/College Combination (PSC) • Part-time Non-JTM Job Placement |

Attachment 4

| PY 2012 CTT Report Card 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 | |
| | Credential Attainment | 1 | 1/0 | n/a | n/a | |
| | CTT Completer Placement | 1 | 1 | n/a | n/a | |
| | JTM/PSC Placement | 0 | 0 | n/a | n/a | |
| | Full-Time Job Placement | 0 | 0 | n/a | n/a | |
| CTT Completer Separates from AT Center | CTT Completion | n/a | n/a | 1 | 1/0 | |
| | Credential Attainment | | | | As applicable | |
| CTT Completer Placed or Placement Window Closes | Placed in Job/ Military | CTT Completer Placement | n/a | n/a | 1 | 1/0 |
| | | JTM/PSC Placement | As applicable | As applicable | 1 | 1/0 |
| | | Full-Time Job Placement | n/a | n/a | 1 | 1/0 |
| | | JTM Wage | n/a | add wage to total | n/a | add wage to total |
| | Placed in School | CTT Completer Placement | n/a | n/a | 1 | 1 |
| | | JTM/PSC Placement | As applicable | As applicable | 1 | 1 |
| | Placed in combination of School & Job | CTT Completer Placement | n/a | n/a | 1 | 1 |
| | | JTM/PSC Placement | As applicable | As applicable | 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 | n/a | add earnings to total As applicable | n/a | add earnings to total As applicable |

Note: This does not apply to Advanced Career Training (ACT) transfers.

Attachment 5

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 via fax at (202) 693-2764, scan/e-mail, or mail to:

U.S. Department of Labor/Office of Job Corps
200 Constitution Avenue, NW, Room N-4507
Washington, DC 20210

Attention: Program Performance Team

6. See the timetable in Appendix 501 Introduction, 9(d) Appeal Process for dates during which appeals must be received by the National Office in order to be processed for each month in PY 2012.

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 PRH, Chapter 4, 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 (such as employment verification, hours and payment) in such a way as to meet Job Corps' placement requirements is also accepted for verification. **Please see PRH, Chapter 4, 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 PRH, Chapter 4, 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 post-secondary 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, etc.), 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 PRH, Chapter 4, Exhibit 4-2 for further information regarding documentation requirements.

Information of Person Completing the Form

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

U.S. Department of Labor

PY 2012 JOB CORPS APPEAL FORM FOR 6- or 12-MONTH SURVEY DATA

| Student Information: (Please Print) | | Check Box for Appeal: | | | |
|-------------------------------------|--|---|--|--|---|
| 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"/> Post-secondary 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. Agency Name/Code (six-digit ID Code): |
| 3. Your Telephone: () | 4. Your e-mail address: |
| 5. Signature: | 6. Date form submitted: |
| National Office Use Only: | Reviewed by: _____ Date: _____ |
| <input type="checkbox"/> Approved | Reason for Denial: |
| <input type="checkbox"/> Not Approved | |

Attachment 6

| |
|---|
| <p style="text-align: center;">Instructions for Filing a Request to Add a Placement Code to the Job Training Match (JTM) Crosswalk</p> |
|---|

GENERAL INSTRUCTIONS

1. This form is to be used to request that a Placement Code be added to the Job Training Match (JTM) Crosswalk. This form should be submitted only if the current JTM Crosswalk does not already contain an appropriate placement job code that: (a) is the most appropriate O*NET-SOC code to describe a specific placement outcome, and (b) is directly related to one of the new Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code.
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, CTT-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:

U.S. Department of Labor/Office of Job Corps
200 Constitution Avenue, NW, Room N-4507
Washington, DC 20210
Attention: Career Technical Training Team

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 Match Codes

1. Enter the proposed official placement code, as found in O*NET-SOC, Example: 31-1011.00
2. Enter the proposed official job title as found in O*NET-SOC, Example: Home Health Aides
3. Enter the proposed Training Program Area(s) (TPAs) that should receive a JTM credit whenever a student placement outcome is assigned the proposed placement code, Example: BRICK & CEMENT. (Do not list a TAR code or title here.)
4. Provide rationale for the proposed placement code/title addition to the JTM Crosswalk. Appropriate JTM placement codes/titles must correspond to the training received by the student.

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. Record the e-mail address at which you may be reached.
6. Enter the date you are submitting the appeal form.

**NATIONAL OFFICE OF JOB CORPS
 PY 2012 FORM TO REQUEST ADDITION OF A PLACEMENT CODE TO THE JOB TRAINING
 MATCH CROSSWALK**

| | | | | |
|--|--|------------|-----|------|
| Student Information: (Please Print) | | | | |
| 1. Student ID# | | | | |
| 2. Last Name | | First Name | | MI |
| . Center Attended | 4. Date Reported to Initial Placement: | Month | Day | Year |
| | | | | |

| | |
|---|------------------------|
| Proposed Job Training Match Code | |
| 1. O*NET-SOC Job Code | 2. O*NET-SOC Job Title |
| 3. Training Program Area(s) | |
| 4. Rationale for JTM Placement: | |

INFORMATION OF PERSON COMPLETING THE FORM:

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