

January 18, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-11
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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: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Revised Appendix 303 Career Technical Skills Training (CTST)

1. Purpose. To inform the Job Corps Community of the revision of Policy and Requirements Handbook (PRH) Appendix 303 and associated forms.

2. Explanation of Changes.

PRH Chapter 3: Appendix 303 Career Technical Skills Training (CTST)

The Office of Job Corps has revised and updated language in Appendix 303. In addition, the current paper CTST forms have been converted to an Excel format. The electronic version will replace current paper-based CTST forms. This change will result in more efficient tracking of center-based CTST projects, simpler submission and a clearer approval processes.

In an effort to comply with paperwork reduction policies, the revised forms, CTST 1, 2, 3 and 4, will be submitted electronically. No paper copies will be accepted.

For Program Year (PY) 2013 only, the normal CTST due date of February 1st will be extended by 30 days so that the centers can enter the data in the new required format. The regions will also have an additional 30 days for their reviews. All other due dates remain the same.

3. Implementation. The revised Appendix 303 and associated Excel forms are attached and will be available on the Job Corps Community website under Career Technical Training, CTST tab. The forms were built in Excel and include dropdown menus, auto-populating and automatic calculations. The Office of Job Corps will conduct training webinars on the use and functionality of the new Excel-formatted CTST forms. Regional Office and the Office of Job Corps will only accept the Excel formatted forms for PY 2013 CTST submissions.

4. Action. Training webinars are scheduled as follows:

- Job Corps Regional Directors, Project Managers
Region 1, Boston; 2, Philadelphia; 4, Dallas;
Wednesday, January 23 at 11 a.m. Eastern.
- Job Corps Regional Directors, Project Managers
Region 3, Atlanta; 5, Chicago; 6, San Francisco;
Wednesday, January 23 at 2 p.m. Eastern.
- Center Directors, CTT Managers, CTST Instructors, Finance Managers
Region 1, Boston; 2, Philadelphia; 3, Atlanta;
Thursday, January 24 at 11 a.m. Eastern.
- Center Directors, CTT Managers, CTST Instructors, Finance Managers
Region 4, Dallas; 5, Chicago; 6, San Francisco;
Thursday, January 24 at 2 p.m. Eastern.
- Make-up session
All Regions
Friday, January 25 at 2 p.m. Eastern.

The webinars will be posted in the Event Registration area of Job Corps' Community website. To register, log on using your Citrix credentials. Click **Event Registration** from the navigation menu at left, and select the event you wish to attend by clicking on the Event Title.

Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.

5. Effective Date. Immediately.

6. Inquiries. Inquiries should be directed to Marcia Hampton at (202) 693-2626 or via e-mail at hampton.marcia@dol.gov.

Attachments

- A – CTST Appendix 303
- B – CTST – Annual Summary
- C – CTST 2 – Project Description
- D – CTST 3 – Bi-annual Activity Report
- E – CTST 4 – Long-term Proposal