APPENDIX 501d

**POLICIES AND PROCEDURES
FOR PY 2013
CAREER TECHNICAL TRAINING
OUTCOME MEASUREMENT SYSTEM**

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I.   CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2013

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) 2013 Outcome Measurement System (OMS) Report Cards, as well as Attachments previously included in this section.

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 the Workforce Investment Act of 1998 (WIA) requirements.

B.   **PY 2013 Changes in Appendix 501d.** Provided below is a description of changes to the CTT Report Card for PY 2013.

PY 2012 proved to be an unusually challenging year for the Job Corps program. Financial constraints imposed a number of cost-saving measures including several periods of suspension of new enrollments. Nonetheless, the OMS Workgroup focused on developing realistic goals and weights for the CTT Report Card.

As noted in Appendix 501 Introduction, attachments pertaining to the CTT Report Card, as well as other reports cards, are now attached to Appendix 501 Introduction.

The Minimum Productivity Rule (MPR) will again be used for informational purposes only in PY 2013. 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, Minimum Productivity Rule.

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, Program Performance.

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, 2012 and 2013 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 2013 CTT Report Card are as follows:

1. **Career Technical Training (CTT) Industry-Recognized Credential Attainment Rate:** For PY 2013, the goal for CTT Industry-Recognized Credential Attainment is increased from 80 percent to 85 percent.

2. **Career Technical Training (CTT) Completer Average Hourly Wage at Placement:** For PY 2013, the goal for CTT Completer Average Hourly Wage remains at $9.85 per hour. However, the weight is decreased from 10 percent to 5 percent (in order to begin weighting the CTT Completer Full-Time Placement measure).

3. **Career Technical Training Completer Full-Time Job Placement Rate:** For PY 2013, the goal for CTT Completer Full-Time Placement is decreased from 80 percent to 70 percent.   In addition, the weight for this measure is increased from 0 percent to 5 percent to align with the CTS Report Card.

4. **Career Technical Training (CTT) Completer 6-Month Follow-up Placement Rate:** For PY 2013, the goal for CTT Completer 6-Month Follow-up Placement is increased from 70 percent to 75 percent to align with the Center and CTS Report Cards.

5. **Career Technical Training (CTT) Completer 6-Month Follow-up Average Weekly Earnings:** For PY 2013, the goal for CTT Completer 6-Month Follow-up Average Weekly Earnings remains at $425. The weight, however, is decreased from 15 percent to 10 percent (in order to provide weight for the new 12-Month Follow-up Average Weekly Earnings measure).

6. **Career Technical Training (CTT) Completer 12-Month Follow-up Average Weekly Earnings:** For PY 2013, this measure is being reinstated after it was eliminated from the CTT Report Card in PY 2004. For PY 2013, the goal for 12-Month Follow-up Average Weekly Earnings is $450 to align with the Center and CTS report cards and, to align with the CTS report card, the weight is set at 5 percent.

Provided on the next page is a summary table outlining the PY 2013 CTT Report Card.

PY 2013 CAREER TECHNICAL TRAINING (CTT) REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
CTT Program Completion Rate	No. of Students who complete a Career Technical Training program / No. of Separated Students assigned to a Career Technical Training program	75%	15%
CTT Industry-Recognized Credential Attainment Rate	No. of Career Technical Training Students who attain an approved industry-recognized credential or complete an NTC program / No. of Students Assigned to a Career Technical Training program	85%	5%
CTT Completer Placement Rate	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 / 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%
CTT Completer Average Hourly Wage at Placement	Sum of hourly wages of Career Technical Training completers placed in a job or the military / No. of Career Training Completers placed in a job or the military	$9.85	5%
CTT Completer Full-Time Job Placement Rate	No. of Career Technical Training completers placed in a full-time job or the military / No. of Career Technical Training completers placed in a job or the military	70%	5%
CTT Completer Job Training Match (JTM) /Post-secondary Credit (PSC) Placement Rate	No. of Career Technical Training completers placed in a training-related job, the military, or post-secondary education/training / No. of Career Technical Training program completers placed in a job, the military, or post-secondary education/training	75%	10%
CTT Completer Job Training Match (JTM) Average Wage	Sum of Hourly Wages of Career Technical Training completers placed in a Training-Related Job or the Military / No. of Career Technical Training program completers placed in a training-related job or the military	$10.40	5%
CTT Completer 6-Month Follow-up Placement Rate	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 / No. of initially placed Career Technical Training completers who complete the 6-Month Follow-up Survey	75%	15%
CTT Completer 6-Month Follow-up Average Weekly Earnings	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 / No. of Career Technical Training completers who report they are in a job or the military on the 6-Month Follow-up Survey	$425	10%
CTT Completer 12-Month Follow-up Placement Rate	No. of initially placed Career Technical Training completers who report they are in a job, the military, or education/training on the12-Month Follow-up Survey / No. of initially placed Career Technical Training completers who complete the 12-Month Follow-up Survey	70%	5%
CTT Completer 12-Month Follow-up Average Weekly Earnings	Sum of weekly earnings of initially placed Career Technical Training completers who report they are in a job or the military on the 12-Month Follow-up Survey / No. of Career Technical Training completers who report they are in a job or the military on the 12-Month Follow-up Survey	$450	5%
			100%

C.   <u>**Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card.**</u>
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.   <u>**Career Technical Training Measures.**</u> 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 Appendix 501 Introduction, Attachment 1: PY 2013 Initial Placements and Allowable Upgrades, for a chart outlining the upgrade hierarchy;

- An automatic education placement credit is given to the sending center for students who transfer to an approved Advanced Training (AT) program at another center. See Appendix 501 Introduction, Attachment 2: PY 2013 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) Programs, for a chart outlining allowable center credits for AT transfers. <u>This does not apply to Advanced Career Training (ACT) transfers</u>; 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 the 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: Number of Students who
            complete a Career Technical Training program
            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 85%.

Weight: 5%

Formula: Number of Career Technical Training Students
            who attain an approved industry-recognized
            credential or Students who complete an NTC program
            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 received[1] 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.

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[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**:**   5%

Formula**:**   Sum of hourly wages of Career Technical Training
completers placed in a job or the military
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 70%.

Weight: 5%

Formula: Number of Career Technical Training completers
placed in a full-time job or military
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, 2012 and 2013, 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.

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, post-secondary education, or post-secondary 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 post-secondary education or post-secondary 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 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.

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.

Goal: The national goal is 75%.

Weight: 10%

Formula: Number of Career Technical Training completers
              placed in a training-related job, the military,
               post-secondary education, or post-secondary training
             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 2013. 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. See Appendix 501 Introduction, Attachment 4: PY 2013 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk/ Request Form, for the request form and instructions.

7. **Career Technical Training (CTT) Completer Job Training Match (JTM) Average Hourly 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**:** Sum of hourly wages of Career Technical Training completers placed in a training-related job or the military

Number of Career Technical Training completers placed in a training-related job or the military

8. **Career Technical Training (CTT) Completer 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 75%.

Weight: 15%

Formula: Number of initially placed Career Technical Training completers who report they are in a job, the military, an

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education/training program, or a
job/school combination on the 6-Month Follow-up Survey
Number of initially placed Career Technical Training
completers who complete the 6-Month Follow-up Survey

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9.   **Career Technical Training (CTT) Completer 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 (that meets the Job Corps definition of placement) or the military.

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

Goal: The national goal is $425.

Weight**:**   10%

Formula**:**

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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
Number of Career Technical Training completers who report
they are in a job or the military at the 6th month after initial
placement

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10.   **Career Technical Training (CTT) Completer 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).

Goal: The national goal is 70%.

Weight: 5%

Formula:

<div style="text-align: center">

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
Number of initially placed Career Technical Training

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Completers who complete the 12-Month Follow-up Survey

11.   Career Technical Training (CTT) Completer 12-Month Follow-up Average Weekly Earnings.

Pool: All initially placed CTT completers who complete the 12-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.

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

Goal: The national goal is $450.

Weight**:**   5%

Formula**:**   Sum of Weekly Earnings of Career Technical Training completers who report they are in a job or the <u>military on the 12-Month Follow-up Survey</u>
Number of Career Technical Training completers who report they are in a job or the military at the 12th month after initial placement

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 analysis 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 has been adjusted in PY 2013 to provide weight for the CTT Completer Full-Time Placement measure and the new CTT Completer 12-Month Average Weekly Earnings measure.

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 <u>minimum</u> 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 2013, the MPR will be retained 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 this year's performance in this area, programs failing to meet the MPR threshold will be indicated with an asterisk and monitored using the process applied to programs that are placed on Performance Improvement Plans (PIPs). MPR data will be collected throughout the year to assess related outcomes and inform efforts to fully implement this measure in PY 2014.

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 2013 CTT Report Card, programs will receive an overall rating and will be graded on the basis of the following scale:

A	*Exceptional performance*	*110.0% and higher*
B	*Above average performance*	*95.0% – 109.9%*
C	*Average performance*	*80.0% – 94.9%*
D	*Unsatisfactory performance*	*0 – 79.9%*

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.   <u>First Year of Grade D Performance</u>:

At the end of PY 2013, 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 <u>business</u> 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.

II.   ROLES AND RESPONSIBILITIES

A.   <u>National Office</u>. 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).** 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.