

August 6, 2013

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 13-03 AND RELATED PAG CHANGES
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Revised Chapter 3 and Chapter 6: Electronic Training Achievement
Records (E-TAR) and Recordkeeping Requirements

1. Purpose. To inform the Job Corps community of revisions to Policy and Requirements Handbook (PRH) Sections 3.2 R.6, 3.13 R.7; and Section 6.3 R.3.
2. Background. Currently, the procedure for documenting student skill attainment in Career Technical Training (CTT) programs requires that instructors check the performance rating on Training Achievement Record (TAR) line items. Recently, Job Corps moved to e-TARs. This shift provides an opportunity to not only clarify, but improve the process for documenting student skill attainment.
3. Explanation of Changes. Job Corps has revised and updated language in the following chapters to provide guidance regarding the documentation of student skill attainment.

Chapter 3, Career Development Period, Section 3.2, Administration and Management of Career Development Services:

R6. Recordkeeping

Centers shall:

- a. Ensure CTT instructors record skill acquisition by rating the appropriate skill area on the e-TAR. This action (i.e., recording a rating level) represents verification to the student of skill attainment. The date entered does not necessarily indicate when the student completed the task. The date indicates the instructor's assertion of skill proficiency, documenting that the student is able to perform the task to industry

standards with little or no supervision. The student does not need to be present for duty in order for the instructor to perform the data entry process.

- b. Ensure CTT instructors record credential attainment results in e-TAR credential tab.
- c. Provide a copy of one or more of the following: credential attainment certificate; and/or e-mail/electronic notification of pass/fail results from credential issuing party. This can be a hard copy in students' permanent records file or uploaded into e-TAR system.

Chapter 3, Career Development Period, 3.13 Career Technical Training:

R2. Required Instruction

Centers shall:

Provide instruction in the competencies listed on official TARs of the CTT programs approved for the center. These TARs may be either paper or electronic. Where training is offered through external providers such as accredited educational institutions, utilizing Off-center Training (OCT) programs, centers will use the CIS3G e-TAR for coding purposes only. Centers that have approved OCT programs must input final student accomplishments using the OCT e-TAR code in CIS3G e-TAR, via the Summary, Detail, and Credential Tab. However, all OCT programs must be endorsed by the Regional Office and recommended for final review and approval by the Office of Job Corps to ensure that they are comparable to, or exceed the rigor and relevance of national training programs. OCT programs must provide one or more of the following: a certificate of completion; degree certificate; or industry credential. (See R6 b. and c.)

R7. Reporting/Documentation/Recordkeeping

a. Centers shall ensure that all student test results and progress are documented on **approved TARs**, including credential attainment results, (see R6.b. and c.). CTT instructors record skill proficiency by rating the appropriate skills area on the e-TAR. This action represents how an instructor gives credit to the student for skill attainment. The date does not necessarily indicate when the student completed the task. The date indicates the instructor's assertion of skill proficiency, and documents that the student is able to perform the task to industry standards with little or no supervision. The student does not need to be present for duty in order for the instructor to perform data entry process.

b. Students will use the *Student Portal* to access their e-TAR, and check off the student acknowledgement box. This allows the student to stay informed of his/her progress. This is for information only. This does not impact the completion status or closing out of the e-TAR.

Chapter 6, Administrative Support, 6.3 Student Records Management:

R3. Separation

At the time of a student's separation from Job Corps, centers shall combine all necessary records pertaining to that student into a single record, and store it in a central location on center. Records of separated students shall contain documents as specified below:

1. All records indicated in R2 above
2. Final Student Profile (ETA 640)
3. Health Record
4. Accommodation Record
5. Copy of official General Educational Development certificate or, if not applicable, passing scores, or high school diploma or high school equivalency credential earned while in Job Corps including final high school transcript(s) (if the student earned his/her diploma from a center accredited as a degree-conferring high school). Supporting documentation will also include special education services, as applicable for students with documented disabilities.
6. Notice of separation from center information system. (no change)
7. TAR
 - a. For students who complete their program while using a paper TAR, the completed original TAR is required for the students' permanent file.
 - b. For students assigned to an e-TAR, e-TARs will be stored electronically, and will be available through the Center Information System (CIS/CIS3G).
 - c. The full e-TAR will be permanently stored in the data warehouse. In addition, as a contingency measure, centers will keep a hard copy of the e-TAR summary page in the student permanent record file and credential attainment results (refer to Chapter 3, Section 3.2, R.6. b. and c.).
8. Tests of Adult Basic Education (TABE) – Answer Sheets (when the TABE is not administered online) or the Student Testing System (STS) Tickets. (No change)
9. Documentation supporting disciplinary separation. (No change)

4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Expiration. Until superseded.
6. Inquiries. Inquiries should be directed to Tracy B. Morris at (202) 693-8000 or via e-mail at bradshaw-morris.tracy@dol.gov.

Attachments

- A – PRH Cover
- B – PRH Chapter 3
- C – PRH Chapter 6
- D – PAG Cover
- E – PAG Chapter 3
- F – PAG Chapter 6