

January 8, 2015

<b>DIRECTIVE:</b> JOB CORPS PRH CHANGE NOTICE NO. 14-09
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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:**               LENITA JACOBS-SIMMONS  
                          National Director  
                          Office of Job Corps

**SUBJECT:**           Revised Policy and Requirements Handbook (PRH) Appendix 303,  
                          Career Technical Skills Training (CTST)

1.    Purpose. To inform the Job Corps Community of revisions to PRH Appendix 303, CTST, and associated forms.
  
2.    Explanation of Changes.
  - a.    Appendix 303, CTST. The National Office has revised and updated language in Appendix 303.
  
  - b.    Addition of Appendices 303a and 303b. The revisions have resulted in a 303a, “Career Technical Skills Training (CTST) Instructions for Completing Forms CTST-1, CTST-2 and CTST-3.” It provides instruction on completing the electronic forms CTST- 1, 2 and 3 using the regional Share Point folder located on the Job Corps Community Web site.

The 303b support tool, “CTST Sample Project Descriptions,” was also added, and provides sample project descriptions that address the “who, what, where and how” of the actual training. The narratives serve as best practice examples of what the project entails, and how it benefits student training.

Per CTST-1, 2 and 3, all references to “Other CRA Funds and Center Funds” have been removed to avoid confusion with funds allocated specifically for CTST. Per CTST-2, changes include removal of the multi-phase question, the 15 percent rule for power tools, and Student Training Month cells.

Form CTST-4, “Long-Term Proposals,” is no longer part of the submission process. According to feedback from the regions and field, the form posed an

administrative burden, as well as confusion of its purpose – given that centers are funded for the program year for which the project is to be implemented.

In continued support of the paperwork reduction policies, the revised forms, CTST-1, 2, and 3, will be submitted electronically. No paper copies will be accepted.

Strong, clear expectations of CTST funding obligated to center contracts has been provided (Appendix 303, Page 7, item No. 8).

Per eligibility requirements, the career technical training list has been expanded to include the Network Cable Installation program. This addition enables Network Cable Installation students to exercise their training in wiring projects both on and off center.

3. Implementation. The Excel forms are available on the Job Corps Community Web site under the Career Technical Training, CTST Forms tab in addition to the regional Share Point/Program Year (PY) 15 CTST folder. The forms have been built in Excel, and include dropdown menus, auto-populating and automatic calculations. Any over-riding of formulas will result in computation errors. The new design focuses on ease-of-use, and will streamline the submittal, review and approval processes.

Centers must upload their completed forms to their center folders in the PY 15 CTST folder on the regional Share Point site. Regions and the National Office will only accept the Excel formatted forms for PY 2015 CTST.

The National Office has developed several new support tools to assist the regions and centers throughout the CTST process. These tools are located in the regional Share Point/PY 15 CTST folder, and on the Job Corps Community Web site under Career Technical Training, CTST Forms tab. These tools include:

- CTST 101 – a brief overview of the purpose of CTST, and how the process works;
- CTST Checklist for Regional Project Managers – essential steps for successfully monitoring center CTST projects;
- CTST Checklist for Centers – essential steps for successfully developing and submitting CTST projects (forms);
- CTST Q &A – common questions solicited from the PY 15 CTST Webinar series.

4. Action. Review Appendices 303, 303a and 303b for guidance on how to manage CTST properly, and complete and submit the CTST forms.

Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff, including Regional Project/Program Managers, Center Directors, CTT Managers, CTST Coordinators, CTT Instructors, and Finance Managers.

5. Effective Date. Immediately.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov); or Bill Renwick at (202) 693-3108 or [renwick.bill@dol.gov](mailto:renwick.bill@dol.gov).

#### Attachments

- A – Appendix 303
- B – Appendix 303a
- C – Appendix 303b