

January 20, 2015

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 14- 11</b>
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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 National Training Contract (NTC) Memorandums of Understanding (MOU) with Centers

1. Purpose. To inform the Job Corps community of revised Appendices 302a-h.
2. Background. As a result of updates to the Job Corps program, the MOUs have been revised to include the latest program counts for NTCs, new Continuous Improvement Plan language, new language regarding who is authorized to sign an e-TAR completion certificate for NTC students, and minor edits throughout the document that better align the MOUs with their respective contracts. Additionally, the National Plastering Industry's Joint Apprenticeship Trust Fund MOU was updated to address its negotiated e-book policy, and the United Brotherhood of Carpenters' MOU has been amended to correct an administrative error made in the last issuance.

Issues related to managing class size will be addressed as part of the PRH revision activity, which is currently underway.

3. Explanation of Changes. Job Corps has revised and updated language in Appendices 302a through h to provide a template for center/NTC MOUs.
4. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or via e-mail at [bradshaw-morris.tracy@dol.gov](mailto:bradshaw-morris.tracy@dol.gov).

## Attachments

- A – Home Builders Institute MOU
- B – International Masonry Institute MOU
- C – International Union of Operating Engineers National Training Fund MOU
- D – International Union of Painters and Allied Trades MOU
- E – National Plastering Industry’s Joint Apprenticeship Trust Fund MOU
- F – United Brotherhood of Carpenters National Job Corps Training Fund MOU
- G – Transportation Communications Union – International Association of Machinists and Aerospace Workers MOU
- H – United Automobile Workers – Labor Employment and Training Corporation MOU