



AUG 26 2019

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 19-04

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL JOB CORPS CENTER STAFF
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
 ALL CENTER USERS

FROM: DEBRA A. CARR
 Acting National Director
 Office of Job Corps



SUBJECT: Job Corps Career Technical Training Programs Student Teacher Ratio List
 for Program Year (PY) 2019/PRH Exhibit 3-6

1. Purpose. To disseminate PY 2019 Job Corps Career Technical Training Programs Student Teacher Ratio List.
2. Background. The Job Corps Career Technical Training Programs Student Teacher Ratio List includes all official and updated information on training programs, Electronic Training Achievement Record (e-TAR) codes, and student-teacher ratios. The list, issued annually, incorporates updates to eTARs. These annual changes include training titles/names and codes. The attached list is the official, approved list of program information on CTT offerings for PY19.
3. Implementation. This CTT program list for PY2019 is the basis for drafting and submitting all Requests for Proposals (RFPs), CTT Change Requests, and other contractual communications.
4. Action. All program managers and appropriate staff must receive this Change Notice.
5. Effective. Immediately.
6. Expiration Date. Until superseded.
7. Inquiries. Direct inquiries to Tracy Bradshaw-Morris at (202) 693-3000 or national_office@jobcorps.gov.

Attachment:
Job Corps Career Technical Training Programs Student Teacher Ratio List PY2019
(PRH Exhibit 3-6)

PRH Exhibit 3-6

JOB CORPS CAREER TECHNICAL TRAINING PROGRAMS STUDENT/TEACHER RATIOS

Exhibit 3-6 represents the student/teacher ratios for all Career Technical Training (CTT), Academic and Career Preparation program areas. The program titles and E-TAR codes contained in this exhibit are the official titles and codes assigned to trades approved by the National Office and should not be modified or abbreviated under any condition. The student/teacher ratios represent what should be used when submitting a CTT Change Request. However, the National Office reserves the right to approve student/teacher ratios different than what is listed below if a proposed change is justified. Circumstances such as facility space or safety concerns may dictate a change from the student/teacher ratios listed below. **Note:** There are no student/teacher ratios for Advanced Career Training (ACT), or for Other Training Providers (OTP), formerly Off-Center Training (OCT) programs.

Approved student/teacher ratios:

All Academic Programs: 18:1 student-to-teacher ratio

All Career Prep Programs: 15:1 student-to-teacher ratio [E-TAR Code = JCCPP-100-OJC-15]

All Career Technical Training Programs: See chart below

Industry Area	Training Program	E-TAR Code	Student/Teacher Ratio
Advanced Manufacturing	Machining	MACHI-100-OJC-14	12:01
	Advanced Machinist	MACHI-520-TCU-13	25:01:00
	Manufacturing Technology	MANUT-100-OJC-14	10:01
	Sign, Billboard and Display, Pre-Apprentice	SIGNB-100-IUP-18	10:01
	Welding	WELDG-100-OJC-14	12:01
	Advanced Welding	WELDG-500-OJC-11	12:01
	OTP in Advanced Manufacturing Basic	INADM-100-OTP-18	N/A
	OTP in Advanced Manufacturing Advanced	INADM-500-OTP-18	N/A
	Advanced Career Training/College	COLLG-600-ACT-14	N/A
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A
	Automotive and Machine Repair	Maintenance and Light Repair	AUTOT-100-OJC-13
Maintenance and Light Repair, Pre-Apprentice		AUTOT-100-UAW-19	12:01

Advanced Automobile Service Technology Pre-Apprentice	AUTOT-500-UAW-19	12:01
Advanced Master Automobile Service Technology, Pre-Apprentice	AUTOT-501-UAW-19	12:01
Advanced Automobile Undercar Specialist, Pre-Apprentice	AUTOT-510-UAW-18	12:01
Machine Equipment Repair	AUTOT-145-OJC-09	12:01
Collision Repair and Refinish - Non-Structural Analysis and Damage Repair	AUTOC-251-OJC-14	12:01
Collision Repair and Refinish - Painting and Refinishing	AUTOC-252-OJC-14	12:01
Collision Repair and Refinish - Structural Analysis and Damage Repair	AUTOC-253-OJC-14	12:01
Collision Repair and Refinish - Mechanical and Electrical Components	AUTOC-254-OJC-14	12:01
Advanced Collision Repair and Refinish - Damage Analysis and Estimating, Pre-Apprentice	AUTOC-550-UAW-19	12:01
Advanced Collision Repair and Refinish - Non-Structural Analysis and Damage Repair, Pre-Apprentice	AUTOC-551-UAW-19	12:01
Advanced Collision Repair and Refinish - Painting and Refinishing, Pre-Apprentice	AUTOC-552-UAW-19	12:01
Advanced Collision Repair and Refinish - Structural Analysis and Damage Repair, Pre-Apprentice	AUTOC-553-UAW-19	12:01
Advanced Collision Repair - Mechanical and Electrical Components Pre-Apprentice	AUTOC-554-UAW-19	12:01

Advanced Collision Repair and Refinish - Plastics and Adhesives, Pre-Apprentice	AUTOC-555-UAW-14	12:01
Advanced Collision Repair and Refinish - Repair and Refinish Technician (CRRT), Pre-Apprentice	AUTOC-556-UAW-14	12:01
Advanced Collision Repair and Refinish - Welding, Cutting, and Joining, Pre-Apprentice	AUTOC-557-UAW-19	12:01
Advanced MHDT Electrical/Electronics Pre-Apprentice	AUTOT-530-UAW-17	12:01
Advanced MHDT Brakes, Pre-Apprentice	AUTOT-531-UAW-17	12:01
Advanced MHDT Suspension and Steering, Pre-Apprentice	AUTOT-533-UAW-17	12:01
Advanced MHDT Gasoline Engine, Pre-Apprentice	AUTOT-535-UAW-09	12:01
Advanced MHDT HVAC, Pre-Apprentice, Pre-Apprentice	AUTOT-536-UAW-17	12:01
Advanced MHDT Drive Trains, Pre-Apprentice	AUTOT-537-UAW-17	12:01
Advanced MHDT Preventive Maintenance and Inspection Pre-Apprentice	AUTOT-538-UAW-17	12:01
Advanced MHDT Hydraulics Pre-Apprentice	AUTOT-539-UAW-17	12:01
Advanced E-2 MHDT Electrical/Electronic Systems Installation and Repair, Pre-Apprentice	AUTOT-540-UAW-18	12:01
Advanced MHDT Diesel Engines, Pre-Apprentice	AUTOT-545-UAW-17	12:01
Advanced Automotive Parts, Pre-Apprentice	AUTOT-599-UAW-09	12:01
Advanced Diesel Hydraulic Hybrid Vehicle Technician, Pre-Apprentice	AUTOT-646-UAW-18	12:01
Advanced MHDT Ultra Green Clean Diesel Technician, Pre-Apprentice	AUTOT-647-UAW-18	12:01

	Advanced Automotive Hybrid Electric Vehicle, Pre-Apprentice	AUTOT-670-UAW-18	12:01
	Heavy Construction Equipment Mechanic	HEMEC-100-OJC-13	8:01
	Heavy Construction Equipment Mechanic, Pre-Apprentice	HEMEC-100-IUO-13	8:01
	Maintenance Repairer Helper - Stationary Engineering, Pre-Apprentice	STATG-100-IUO-09	10:01
	Maintenance Repairer - Stationary Engineering, Pre-Apprentice	STATG-200-IUO-09	10:01
	OTP in Automotive and Machine Repair	INAMR-100-OTP-18	N/A
	OTP in Advanced Automotive and Machine Repair	INAMR-500-OTP-18	N/A
	Advanced Career Training/College	COLLG-600-ACT-14	N/A
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A
Construction	Bricklayer	BRICK-100-OJC-14	12:01
	Brick Masonry Trainee, Pre-Apprentice	BRICK-100-HBI-15	12:01
	Bricklayer, Pre-Apprentice	BRICK-101-IMI-18	10:01
	Building Construction Technology, Pre-Apprentice	BCONT-100-HBI-15	12:01
	Carpentry	CARPE-100-OJC-14	12:01
	Carpentry Trainee, Pre-Apprentice	CARPE-100-HBI-15	12:01
	Carpentry, Pre-Apprentice	CARPT-100-UBC-18	10:01
	Cement Masonry	CMENT-100-OJC-14	12:01
	Cement Masonry, Pre-Apprentice	CMENT-100-NPI-19	10:01
	Advanced Cement Masonry, Pre-Apprentice	CMENT-500-NPI-19	10:01
	Construction Craft Laborer, Pre-Apprentice	COCRA-100-OJC-12	12:01
			12:01
	Electrical	ELECT-100-OJC-14	
	Electrical Trainee, Pre-Apprentice	ELECT-100-HBI-15	12:01

Advanced Electrical, Overhead Line Construction	ELECT-510-OJC-10	8:01
Advanced Electrical, Underground Residential Distribution	ELECT-520-OJC-10	10:01
Advanced Electrical, Smart Meter and Instrumentation Technician	SMART-530-OJC-14	10:01
Advanced Electrical Service Technician, Pre-Apprentice	ELECT-540-HBI-18	12:01
Facilities Maintenance	FACMA-100-OJC-14	12:01
Floor Covering Installation, Pre-Apprentice	FLOCO-100-IUP-18	10:01
Glazing, Pre-Apprentice	GLAZI-101-IUP-18	10:01
Advanced Highway Construction, Pre-Apprentice	HIGHC-500-OJC-17	12:01
HVAC	HVACC-100-OJC-14	12:01
HVAC Trainee, Pre-Apprentice	HVACC-100-HBI-15	12:01
Advanced HVAC Preventive Maintenance Technician Pre-Apprentice	HVACC-500-HBI-18	12:01
Painting	PAINT-100-OJC-14	12:01
Painting Trainee, Pre-Apprentice	PAINT-100-HBI-15	12:01
Advanced Industrial Coatings Applicator, Pre-Apprentice	PAINT-500-IUP-19	10:01
Painting, Pre-Apprentice	PAINT-101-IUP-18	10:01
Plastering, Pre-Apprentice	PLAST-100-NPI-19	10:01
Plumbing	PLUMB-100-OJC-14	12:01
Plumbing Trainee, Pre-Apprentice	PLUMB-100-HBI-15	12:01
Advanced Plumbing Sewer and Drain Technician	PLUMB-510-OJC-18	12:01
Advanced Plumbing Installation Technician	PLUMB-511-OJC-18	12:01
Advanced Plumbing Boiler Technician	PLUMB-512-OJC-18	12:01
Advanced Plumbing Service Technician, Pre-Apprentice*	PLUMB-520-HBI-18	12:01

	Tile Setting, Pre-Apprentice	TILES-100-IMI-18	10:01
	Pointer, Cleaner, Caulker-Historic Restoration Pre-Apprentice	PCCHR-100-IMI-19	10:01
			10:01
	Advanced Weatherization	WEATH-500-OJC-10	
	OTP in Construction	INCON-100-OTP-18	N/A
	OTP in Advanced Construction	INCON-500-OTP-18	N/A
	Advanced Career Training/College	COLLG-600-ACT-14	N/A
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A
Finance and Business	Accounting Services	ACCTG-100-OJC-17	15:01
	Insurance and Financial Services - Customer Service - Insurance	ACCTG-110-OJC-17	15:01
	Insurance and Financial Services - Customer Service - Banking	ACCTG-111-OJC-17	15:01
	Office Administration	OFCAD-100-OJC-17	15:01
	OTP in Finance and Business	INFBZ-100-OTP-18	N/A
	OTP in Advanced Finance and Business	INFBZ-500-OTP-18	N/A
	Advanced Career Training	COLLG-600-ACT-14	N/A
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A
Health Care	Clinical Medical Assistant	CMEDA-100-OJC-19	15:01
			15:01
	Dental Assistant	DENTA-100-OJC-15	15:01
	Emergency Medical Technician	EMTEC-100-OJC-11	15:01
	Health Care Unit Coordinator	MEHUC-220-OJC-13	15:01
			15:01
	Insurance Claims Processor	INSUR-210-OJC-14	
	Licensed Practical/Vocational Nurse	LPLVN-100-OJC-07	15:01
	Advanced Licensed Practical/Vocational Nurse	LPVN-500-OJC-15	15:01
Medical Administrative Assistant	MEDAA-100-OJC-12	15:01	

	Certified Nurse Assistant	NURSE-100-OJC-15	15:01	
			15:01	
	Patient Care Technician	PACAT-100-OJC-19		
	Pharmacy Technician	PHARM-100-OJC-19	15:01	
	Rehabilitation Technician	REHAB-100-OJC-14	15:01	
	OTP in Health Care	INHEA-100-OTP-18	N/A	
	OTP in Advanced Health Care	INHEA-500-OTP-18	N/A	
	Advanced Career Training/College	COLLG-600-ACT-14	N/A	
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A	
Homeland Security	Security and Protective Services	SECUR-100-OJC-13	15:01	
	Retail Physical and Public Security	SECUR-110-OJC-13	15:01	
	Homeland Security	SECUR-120-OJC-13	15:01	
	Corrections Officer	SECUR-130-OJC-13	15:01	
	Advanced Security and Protective Services /Specialized Use of Force	SECUR-500-OJC-16	15:01	
	OTP in Homeland Security	INSEC-100-OTP 18	N/A	
	OTP in Advanced Homeland Security	INSEC-500-OTP-18	N/A	
	Advanced Career Training	COLLG-600-ACT-14	N/A	
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A	
	Hospitality	Culinary Arts	CULIN-100-OJC-19	15:01
		Advanced Culinarian	CULIN-500-OJC-19	15:01
Advanced Pastry Culinarian		CULIN-510-OJC-14	15:01	
Hotel and Lodging		HOTEL-100-OJC-13	15:01	
OTP in Hospitality		INHOS-100-OTP-18	N/A	
OTP in Advanced Hospitality		INHOS-500-OTP-18	N/A	
Advanced Career Training/College		COLLG-600-ACT-14	N/A	
Advanced Career Training/Apprenticeship		APPRE-700-ACT-17	N/A	
Information Technology		Network Cable Installation - Copper-Based	CABLE-100-OJC-14	15:01
	Network Cable Installation - Fiber Optics-Based	CABLE-110-OJC-14	15:01	

	Computer Networking/CISCO - IT Essentials	CISCO-100-OJC-14	15:01
	Computer Networking/CISCO - Routing, Switching, Network	CISCO-110-OJC-14	15:01
	Computer Technician A+	CTECH-100-OJC-19	15:01
	Computer Technician Network+	CTECH-110-OJC-14	15:01
	Advanced Computer Systems Administration	CTECH-500-OJC-19	15:01
	Advanced Computer Systems Administration - Microsoft Server	CTECH-501-OJC-19	15:01
	Advanced Computer Systems Administration - Linux+	CTECH-502-OJC-14	15:01
	Advanced A+ Administrator	CTECH-510-OJC-14	15:01
	Advanced A+ Microsoft MCSE	CTECH-520-OJC-14	15:01
	OTP in Information Technology	ININT-100-OTP-18	N/A
	OTP in Advanced Information Technology	ININT-500-OTP-18	N/A
	Advanced Career Training/College	COLLG-600-ACT-14	N/A
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A
Renewable Resources and Energy	Forestry Conservation and Firefighting	FORCF-100-OJC-14	10:01
	Advanced Forestry Technician	FORCF-500-OJC-14	10:01
	Advanced Fire Management Wildland Firefighting <u>1</u>	FORCF-510-OJC-14	10:01
	Advanced Wildland Fire Management	FORCF-521-OJC-18	12:01
	Landscaping Trainee, Pre-Apprentice	LANHB-100-HBI-15	12:01
	Landscaping - Ornamental Landscaping	LANDS-100-OJC-15	12:01
	Landscaping - Exterior Landscaping	LANDS-110-OJC-15	10:01
	Petroleum Service Technician	PETRO-100-OJC-15	12:01
	Advanced Solar PV and Thermal System Installer	SOLAR-500-OJC-10	10:01
	Advanced Solar Photovoltaic (PV) Technician, Pre-Apprentice *	SOLAR-520-HBI-18	10:01
	Urban Forestry	URFOR-100-OJC-14	10:01

	Sewer and Waste Water Worker - Introduction to Water/Wastewater	WATER-100-OJC-12	10:01
	Water Treatment Operator	WATER-110-OJC-12	10:01
	Wastewater Treatment Operator	WATER-120-OJC-12	10:01
	Water Distribution Operator	WATER-130-OJC-12	12:01
	Wastewater Collection Operator	WATER-140-OJC-12	N/A
	OTP in Renewable Resources and Energy	INRRE-100-OTP-18	N/A
	OTP in Advanced Renewable Resources and Energy	INRRE-500-OTP-18	N/A
	Advanced Career Training/College	COLLG-600-ACT-14	N/A
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A
Retail Sales and Services	Advanced Human Services Worker - Residential Advisor	RESAD-501-OJC-14	15:01
	Advanced Human Services Worker - Residential Advisor	RESAD-510-OJC-14	15:01
	Retail Sales	RETAI-100-OJC-15	15:01
	OTP in Retail Sales and Services	INRSS-100-OTP-18	N/A
	OTP in Advanced Retail Sales and Services	INRSS-500-OTP-18	N/A
	Advanced Career Training/College	COLLG-600-ACT-14	N/A
	Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A
Transportation	Asphalt Paving, Pre-Apprentice	ASPHA-100-IUO-15	10:01
	Advanced Asphalt Paving, Pre-Apprentice	ASPHA-500-IUO-15	10:01
	Heavy Equipment Operations	HEOPS-100-OJC-15	6:01
	Heavy Equipment Operations, Pre-Apprentice	HEOPS-100-IUO-19	6:01
	Heavy Truck Driving - Tractor-Trailer	HTDRI-100-OJC-14	8:01
	Heavy Truck Driving - Straight	HTDRI-110-OJC-14	8:01
	Advanced Heavy Truck Driving	HTDRI-520-OJC-15	8:01
	Advanced Heavy Truck Driving, CDL	HTDRI-525-UAW-17	8:01
	Material Handling and Distribution Operations	MDIST-100-OJC-10	15:01

Inland River Systems - Deckhand	RIVER-100-OJC-13	15:01
Roustabout Operator	ROUST-100-OJC-11	12:01
Seamanship Deckhand - Ordinary Seaman	SEAMA-100-IBU-13	12:01
Seamanship Deckhand - Qualified Member of the Engineers	SEAMA-110-IBU-13	12:01
Seamanship - Able Seaman	SEAMA-120-IBU-14	12:01
Advanced Transportation Service Worker	TROFC-500-TCU-19	25:01:00
Advanced Rail Mechanical Service Worker	TROFC-510-TCU-19	25:01:00
OTP in Transportation	INTRA-100-OTP-18	N/A
OTP in Advanced Transportation	INTRA-500-OTP-18	N/A
Advanced Career Training/College	COLLG-600-ACT-14	N/A
Advanced Career Training/Apprenticeship	APPRE-700-ACT-17	N/A