

February 21, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-21
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG  
National Director  
Office of Job Corps

SUBJECT: Verification of Center Offerings

1. Purpose. To verify training offerings of all Job Corps centers.
2. Background. In order to maintain an accurate database of training programs nationwide, the National Office is verifying all existing training data. It is important that academic, vocational and enhancement course offerings information is kept current, so that Job Corps staff can:
  - Determine if teaching staff and course deliveries provide adequate learning opportunities;
  - Deliver most current training data in reports and publications;
  - Maintain accuracy of training data in Center Information System (CIS);
  - Provide up-to-date information to Industry Council members; and,
  - Track course offering changes.
3. Action. Each center director will receive by February 22, 2002, a listing of academic/enhancement course offering information and center-specific vocational course information from Holland & Associates, Inc., a national office contractor. The vocational information is based on data drawn from the final Vocational Evaluation System (VES)-10 Report for Program Year '00.

Attached is a listing of academic and enhancement course offerings. Each center is to review and revise the attached listing of academic offerings and the forthcoming center vocational offerings listing. The vocational offerings listing contains center-specific information and will be mailed directly to each center. All data must be returned to Holland & Associates no later than March 22, 2002.

Once all training information is verified, the information will be placed in a database that center, regional and national office staff will be able to access and update electronically. This will enable Job Corps to maintain the accuracy of training data.

4. Expiration Date. March 22, 2002.
5. Inquiries. For additional information, contact Yolanda Logan at (202) 693-3144 or via email at [ylogan@doleta.gov](mailto:ylogan@doleta.gov).

Attachment