August 28, 2003

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 03-02

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: Web-Based Training Courses for Safety Officers

1.   Purpose. To provide information about the availability of web-based training courses that fulfill several of the training requirements for safety officers, as established in the Job Corps Policy and Requirements Handbook (PRH).

2.   Background. Per federal regulations covering the Job Corps program, staff appointed as collateral duty safety and health personnel must complete training commensurate with the scope of their assigned responsibilities. Accordingly, Job Corps safety officers must complete the training courses outlined in PRH Exhibit 5-4 (or courses equivalent to those listed).

        Due to limited seating capacities at training locations and/or travel constraints, some safety officers have found it difficult to complete these courses at Occupational Safety and Health Administration (OSHA) Institutes or other designated training locations. Therefore, the Job Corps National Office and the Office of the Assistant Secretary for Administration and Management (OASAM), have approved the completion of web-based training courses offered by ClarityNet™ as a means to fulfill several PRH training requirements. After gathering feedback from safety officers in each region who recently pilot-tested the ClarityNet™ courses, the courses are now available to all Job Corps centers through June 30, 2004.

3.   Options for Fulfilling PRH Training Requirements. PRH Exhibit 5-4, states that safety officers must complete 8 topic-specific training courses. Web-based courses offered by ClarityNet™ may be used to fulfill some, but not all, of the 8 PRH training requirements. The table below lists the web-based training courses that have been approved to fulfill 6 of the 8

requirements, and summarizes classroom training options. *Note: The "Fire Protection and Life Safety" and "Hazard Communication" training requirements require 2 ClarityNet™ courses to be completed in order to fulfill each requirement.*

Safety Officer Training Requirements, PRH Exhibit 5-4	ClarityNet™ Web-Based Courses that Fulfill PRH Requirements	Classroom Training Courses that Fulfill PRH Requirements
Fire Protection and Life Safety	Fire Safety - and - Fire Safety: Mission Possible (Both courses must be completed to fulfill the PRH requirement.)	OSHA Course #207A (or equivalent)
Hazard Communication	HazCom: Identifying the Dangers - and - HazMat Awareness (Both courses must be completed to fulfill the PRH requirement.)	Courses offered by local providers
Machine Guarding	Machine Guarding	OSHA Course #204A (or equivalent)
Basic Electrical	Electrical Safety	OSHA Course #203 (or equivalent)
Welding	Welding Safety	OSHA Course #322 (or equivalent)
Scaffolding	Scaffold Safety	OSHA Course #308 (or equivalent)
Construction Standards	No approved web-based course	OSHA Course #200 (or equivalent)
Introduction to Industrial Hygiene	No approved web-based course	OSHA Course #121 (or equivalent)

4.   Content of the Approved Web-Based Training. Successful completion of a ClarityNet™ course will prepare staff to function with basic competence in a particular subject area. While staff may not gain expert knowledge, they will gain sufficient knowledge to perform their duties as collateral safety and health personnel. Moreover, staff may complete the web-based training upon being hired or on an as-needed basis, as opposed to having to wait for classroom training to

become available. Classroom training may be taken at a later date as a follow-up to the web-based training. Additionally, safety officers are encouraged to download written information as a follow-up to the web-based training by accessing "Technical Links to Safety and Health Topics," via OSHA's website at www.osha.gov/SLTC/index.html.

5.   Features of the Approved Web-Based Training.   ClarityNet™ training offers the following features:

   a.   Training modules on 6 safety topics that fulfill PRH requirements;

   b.   Scored tests that the user must pass in order to receive course credit;

   c.   Personalized training record that allows the user to track progress toward course completion;

   d.   Personalized certificate of course completion that should be kept on file for presentation during OASAM safety reviews;

   e.   Technical assistance with computer problems via a toll-free number (800-946-8584); and,

   f.   Additional reference material on a number of safety and health topics.

6.   Availability of the Approved Web-Based Training. The national office has allotted each Job Corps center slots for 10 training courses. One or more staff members may use the center's 10 allotted slots, with each staff member logging on as a unique user. However, the maximum number of courses for each center is 10.

   It is the center director's responsibility to ensure that:

   a.   **Only approved staff may take the web-based courses**. While the web-based courses are primarily for use by safety officers who have not yet taken OSHA courses, center directors may approve other staff, such as vocational instructors, to take the courses.

   b.   **The center does not exceed its 10-course allotment**. Center directors with greater staff training needs may request additional slots from the national office.

   c.   **Integrity is maintained in the online testing process**.

7.   Access to the Approved Web-Based Training. With center director approval, staff may access the web-based courses using these steps:

   a.   Access http://safetyjc.claritynet.com using a computer with reliable Internet access (Internet Explorer 4.02 or greater) and audio speakers.

b.   Register online as a new user by selecting a username and password of the user's choice, and providing all required personal information. The user's personal information will be used to generate course completion certificates, so full names should be provided.

c.   Select the course that the center director has approved the user to take.

d.   Complete the course at the user's pace, in one sitting or multiple sittings.

e.   Complete the comprehensive test at the end of the course. Users who achieve at least an 80% on the test will be e-mailed a course completion certificate within 1 week of passing. Users who do not achieve a passing score will be prompted to review the training course and re-take the test in its entirety.

8.   Action. Addressees are to ensure that a copy of this Instruction is distributed to safety officers and other staff, as appropriate. Safety officers who have not yet completed required PRH training should do so, via the approved web-based training, or at a designated training location, as soon as possible.

9.   Expiration Date. June 30, 2004.

10.   Inquiries. Direct any inquiries to Jennie Pittman at 202-693-3104, or e-mail to pittman.jennie@dol.gov.