

March 22, 2005

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 04-21

TO: ALL JOB CORPS NATIONAL OFFICE 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: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: Clarification of Vocational Completion Status for Cluster Programs

1. Purpose. To clarify the National Office of Job Corps' policy regarding the separation status of students who complete only the Training Achievement Records (TARs) Foundations Course in the Business Technologies, Health Occupations, or Medical Office Support training clusters.

2. Background. In July 2000, the National Office of Job Corps released the TARs for the Medical Office Support training cluster, composed of one Foundations Course and five specialty training areas. In October 2001, the National Office of Job Corps released the TARs for two additional training clusters: Business Technologies, and Health Occupations. Each of these training clusters is composed of one Foundations Course and a number of specialty training areas (six for Business Technologies and seven for Health Occupations). The Foundations Course contains the baseline skills common to each specialty training area. These are the only training clusters among all Job Corps vocational training offerings.

Job Corps centers have the flexibility to offer one or more of the listed specialty training areas within a cluster without submitting a formal vocational change request (see Attachment). Students must successfully complete the Foundations Course and a specialty training area to attain graduate status.

The National Office of Job Corps has become aware that some Job Corps centers have been classifying students as vocational completers when they have completed only the Foundations Course.

Job Corps Information Notice No. 01-12 states: “Students must successfully complete the Foundations Course, which contains the baseline skills common to each specialty area, and a specialty area to attain graduate status.” Thus, completion of a Foundations Course alone does not constitute completion status, and the National Office of Job Corps designates the Foundations Course TAR as a trainee level (JT) in the Center Information System (CIS) and the Student Pay Allotment Management Information System (SPAMIS).

3. Action. All Job Corps centers shall adhere to the completion definition contained in Information Notice No. 01-12, also cited above, when processing students’ separation.

4. Effective Date. Immediately.

5. Expiration Date. Until superseded.

6. Inquires. Questions concerning this Notice should be directed to Yolanda Logan at (202) 693-3144, or emailed to logan.yolanda@dol.gov.

Attachment