

March 9, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-16

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: Implementation of Job Corps' Industry-Aligned Automobile Technician Training Program

1. Purpose. To notify the Job Corps community of the revised Automobile Technician training program policy, procedures, and requirements.
2. Background. In August 2005, during Job Corps' 40th Anniversary activities, the National Office of Job Corps unveiled efforts to pursue student, program, and instructor certifications for career technical (vocational) training offerings. Job Corps' Automotive Repair Technician program was addressed under this certification initiative.

For the past year, Job Corps has collaborated with industry partners, including the Automotive Youth Education System (AYES), Snap-On, and Toyota Motors, to redesign its Automotive Repair Technician training program to align with industry standards supported by the National Institute for Automotive Service Excellence (ASE) and its training arm, the National Automotive Technician Education Foundation (NATEF). By training toward the skill standards now outlined in the Training Achievement Records (TARs) and addressing the other components cited in the attached program description, Job Corps' Automobile Technician staff, students, and training programs will be positioned to attain ASE certifications.

In addition, Job Corps ASE-certified Automobile Technician training programs will be eligible for equipment donations from various automobile and equipment manufacturers and will have the opportunity to partner with AYES, an organization comprised of automotive manufacturers, dealers, and selected high-school-level technical preparatory schools. Linkages resulting from these partnerships will enable

Job Corps students to benefit from industry-relevant training, meaningful internships, and networking opportunities. Industry-aligned Automobile Technician training programs will also result in increased career opportunities for program graduates and the potential for sustained employment with higher wages.

3. Program Certification. In Program Years 2004 and 2005, the National Office of Job Corps, with the assistance of its industry partners, conducted a review of its Automotive Repair programs to gauge each program's level of readiness for ASE program certification. The analysis revealed that certain Job Corps centers might not be prepared to attain program certification within a 12-month timeframe. In the interim, these centers will initially pursue the ASE General Service Technician (GST) certification as they subsequently obtain the Automobile Technician Training certification. The new program design requires that all Automobile Technician training programs attain ASE program certifications by February 1, 2007. (Reference Attachment A, Program Description for New Automobile Technician Training Program.)

Using data from the automotive program analysis, Job Corps staff and industry representatives identified an appropriate program certification for each Automobile Technician training program to pursue. Each program will have until April 1, 2006 (for those centers that attended training in December 2005), or May 1, 2006 (for those centers that attended training in January 2006), to request an alternative ASE program certification designation. All requests must be supported by the center's Automotive Advisory Committee and approved by both the National Office of Job Corps and the appropriate Regional Office. (Reference Attachment B, Designation of ASE/NATEF Program Certifications.)

Provided below is a checklist of major action items that each Automobile Technician program must complete on or before February 1, 2007. (Reference Attachment C, Implementation Timeline for New Automobile Technician Training Program.)

- Form an Automobile Industry Advisory Committee. A minimum of five industry members must be in attendance at all meetings and the Committee must decide whether to accept the designated ASE program certification or request a new designation before proceeding.
- Request funding from the National Office of Job Corps for needed equipment and tools based on input from the center's Automobile Industry Advisory Committee by April 1, 2006 (for centers that attended training in December 2005), and May 1, 2006 (for centers that attended training in January 2006).
- Implement new TARs on or before July 1, 2006.
- Assist instructors in attaining required ASE instructor certifications.

- Establish articulation agreements with either the UAW/LETTC Advanced Training programs or a local, ASE-certified, post-secondary training institution.
- Conduct ASE's self-evaluation for program certification readiness.

Automobile Technician training programs that cannot attain ASE program certification by February 1, 2007, may request an extension from the National Office of Job Corps. Under such circumstances, the program must demonstrate progress towards pursuing ASE certification. Programs failing to fulfill program requirements by the established deadline will be closed.

4. Action. All Job Corps centers that currently offer the basic Automotive Repair Technician program shall adhere to policies stated in this Program Instruction. Additional guidance for Outreach and Admissions, Academic and Career Technical staff is forthcoming. The issuance will address the utilization of career interest and aptitude tests and higher academic standards necessary to attain program and student certification.

5. Effective Date. Immediately.

6. Expiration Date. Until superseded.

7. Inquires. Inquiries should be directed to Ralph DiBattista, at (202) 693-3098, or e-mailed to dibattista.ralph@dol.gov, or Yolanda Logan, at (202) 693-3124, or e-mailed to logan.yolanda@dol.gov.

Attachments

- A – Program Description for New Automobile Technician Training Program
- B – Designation of ASE/NATEF Program Certifications
- C – Implementation Timeline
- D – Center Implementation Plan for New Automobile Technician Training Program