November 24, 2006

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 06-14

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: ESTHER R. JOHNSON, Ed.D.
               National Director
               Office of Job Corps

SUBJECT: Cancellation of Online Safety Training and Suggested Alternative
               Training

1.   Purpose. To inform the Job Corps safety community that Coastal Training Technologies
online safety training, ClarityNet, has been cancelled until further notice due to budget
constraints.

2.   Background. Federal regulations governing the Job Corps program require staff
appointed as collateral duty safety personnel to complete training commensurate with the scope
of their assigned responsibilities. Accordingly, Job Corps safety officers must complete the
training courses outlined in PRH Chapter 5, Exhibit 5-4 (or courses equivalent to those listed),
including an introductory occupational safety and health course.

3.   Action. Due to the discontinuation of online training, and until further notice, the
National Office has identified alternative training courses that are equivalent to the training
courses outlined in the PRH Chapter 5, Exhibit 5-4. Course titles, descriptions, and cost
information may be found on the Web sites provided in the attachment. Also, Center Directors
are to ensure that:

        a.   Safety Officers meet the required introductory occupational safety and health
                course requirements by completing the Occupational Safety and Health Course
                for Other Federal Agencies (OSHA Course #601) or the Collateral Duty Course
                for Other Federal Agencies (OSHA Course #600 CD) within 6 months of

appointment. The OSHA Course #600 CD-ROM training package was developed by the Environmental Protection Agency and was delivered to each Job Corps center in FY 2003. To obtain a copy of the CD-ROM, please contact Marsha Fitzhugh at fitzhugh.marsha@dol.gov. The CD-ROM training package offers the following features:

(1) a tutorial session that should be reviewed by the user before beginning the training modules, which total 25 hours of (audio-optional) modules on 16 safety and health topics;

(2) a scored test that the user must pass in order to receive course credit;

(3) a personalized training record that allows the user to track the program toward course completion;

(4) a personalized certificate of course completion that should be printed and kept on file for presentation during annual Job Corps Safety Program Reviews;

(5) links to federal safety and health regulations, OSHA fact sheets, a glossary, and a searchable user manual; and,

(6) a comprehensive "Help" function.

b. The Occupational Safety and Health Administration (OSHA) and the National Institute of Safety and Health (NIOSH) continue to offer traditional training at OSHA and NIOSH Training Institutes throughout the country. Course descriptions and cost information may be found on the Web site listed in the attachment to this Instruction.

c. The National Fire Protection Association offers electrical safety and life safety training. Course description and cost information may be found on the Web site listed in the attachment.

d. Online training options are available for some of the above PRH requirements.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov.

Attachment

Job Corps Training Requirements: Safety Staff