

January 26, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-18
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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

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

SUBJECT: Mandatory Center Inventory in Preparation for the National Rollout of the
 Job Corps TABE[®] 9/10

1. Purpose. To inform the Job Corps community of a mandatory online inventory for centers to complete in preparation and planning for the rollout and transition to the online administration of the Tests of Adult Basic Education (TABE[®]) Forms 9/10 via the Student Testing System (STS).

2. Background. The National Office of Job Corps is taking a comprehensive approach to preparing for the online implementation of TABE[®] 9/10. This approach is designed to effectively coordinate anticipated technology changes with adjustments in TABE administration policies, Job Corps' Outcomes Measurement System (OMS), and centers' facilities and equipment requirements. As a part of this system-wide approach, an online inventory has been developed by the National Office (Attachment A) to ensure that centers are fully prepared and equipped to implement the computer-delivered TABE[®] during Program Year 2007. This inventory must be completed by all centers and will be used to collect information regarding the following topics for planning and preparation purposes:

- TABE[®] testing rates (i.e. number of students tested)
- TABE[®] testing schedules
- TABE[®] testing accommodations being provided
- TABE[®] testing facilities to determine the extent and feasibility of renovations or testing site changes that may be needed

Wireless Thin Clients, monitors and keyboards dedicated to testing use only will be supplied by the National Office. Each unit will require a 3' X 2' working space. Note that Thin Clients use less electrical power than PCs.

The number of Thin Clients distributed to each center will be based on On-Board Strength (OBS) with consideration for the number of tests given per session. Please consult the following chart to determine the approximate number of testing units your center will receive. These numbers are estimates. Final allocations will be determined based on the budget and responses collected from the center inventory.

OBS	Estimated Allocation of Thin Clients
50-199	8
200-299	12
300-499	20
500-799	30
800-1099	45
1100-1900	75

3. Action. It is recommended that Center Directors identify a team of staff (i.e. Administration Director, Facility Manager, Education and Training Director/Manager, TABE/Test Administrator, and the center's Information Technology Point of Contact) to collectively complete the inventory. It is recommended that the information required on the inventory be researched using Attachment A prior to completing the online version.

Center Directors should ensure that this inventory is completed online by **Tuesday, February 20, 2007**. Click on the following link and follow the instructions. Please be sure to select your region and center. This is very important in the tracking process.

Link: <http://www.surveymonkey.com/s.asp?u=75952480970>

Addressees are to ensure that a copy of this Program Instruction is distributed to appropriate staff.

4. Effective Date. Immediate, upon receipt of this Program Instruction.

5. Expiration Date. Until superseded.

6. Inquiries. Questions concerning this Program Instruction should be directed to Lynne Fry at fry.lynne@dol.gov , Miles Galicia at galicia.milagros@dol.gov or Tracey Cooley at cooley.tracey@jobcorps.org.

Attachment A – TABE[®] 9/10 National Rollout: Center Inventory (information copy only;
use as a worksheet prior to completing the online version)

Attachment B – Preparing for the TABE[®]-STS Rollout