

February 26, 2007

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 06-22</b>
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          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:**            Career Success Standards Update

1.     Purpose. To share updates on the Career Success Standards (CSS) initiative, the Career Success Standards Expectation Tool (CSSET), center assessments, plans for the Student Satisfaction Survey (SSS), and the opportunity to request technical assistance.
2.     Background. The National Office of Job Corps presented three CSS National Training Conferences in the spring of 2006, and a make-up conference in September 2006. Regional Offices have established their own implementation plan deadlines and have received funds to support centers in implementing the CSS. The National Office deadline for full implementation is June 27, 2007.
3.     Career Success Standards Expectation Tool (CSSET). The online student assessment tool will be available in late April of 2007. Until its release, please use the resources available on the CSS Web site, [http://jccdr.jobcorps.gov/CSS/make\\_work/assessment](http://jccdr.jobcorps.gov/CSS/make_work/assessment), to assess student competency. An Information Notice will be distributed in advance of the release date of the CSSET to provide instructions for access and use.
4.     Center Assessments. The National Office has provided the regions with a Regional Assessment Guide as an interim step prior to release of the revised Program Assessment Guide (PAG) in late spring 2007. This PAG can be used to assess centers on implementation of the CSS, and is available on the CSS Web site, <http://jccdr.jobcorps.gov/CSS/resources/Regoff>, for use by both centers and regions. The revised PAG is under review by various Job Corps stakeholders. The CSS will be included in the new PAG once it is released.

5. Student Satisfaction Survey (SSS). The National Office no longer requires centers to use the SST Curriculum for social development training. Therefore, regions shall note that question 35 on the SSS refers to the Social Skills Training Curriculum and may wish to disregard responses to this question until a revised SSS is implemented or released.
6. Technical Assistance. Centers are encouraged to contact their regional project manager to request technical assistance. The National Office is committed to providing regions with support and technical assistance as resources permit.
7. Action. Addressees are to that ensure this Information Notice is distributed to all appropriate staff.
8. Expiration Date. Until superseded.
9. Inquiries. Inquiries should be directed to John Chowning at (202) 693-3102 or [chowning.john@dol.gov](mailto:chowning.john@dol.gov), or Araceli Curiel at (202) 693-3119 or [curiel.araceli@dol.gov](mailto:curiel.araceli@dol.gov).