

July 17, 2007

<b>DIRECTIVE:      JOB CORPS PROGRAM INSTRUCTION NO. 07-02</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:**            TABE<sup>®</sup> 9/10 – Student Testing System Implementation Training

1.     Purpose. To announce the Tests of Adult Basic Education 9/10 (TABE<sup>®</sup>9/10\*) – Student Testing System (STS) Implementation Training in Austin, Texas.

2.     Background. Program Instruction No. 06-32 was issued on June 4, 2007, to provide guidance to Job Corps centers in preparing for the phased rollout of the TABE 9/10 – STS. The National Office of Job Corps will conduct two training sessions on August 21–22 and September 5–6, 2007, in Austin, Texas, to further assist centers in making the transition from the paper/pencil TABE 7/8 to the TABE 9/10 – STS. Specifically, the training is designed to:

- a.     provide information on Job Corps’ new vision for student training and how the online testing system supports the vision;
- b.     share the results of the two-phase pilot of the TABE 9/10 – STS;
- c.     train the TABE Administrators and center Implementation Team Leads on the use and administration of the TABE 9/10 – STS via hands-on experiences;
- d.     assist centers in determining the functional and operational impact of implementing the TABE 9/10 – STS; and
- e.     share information on changes to policy and guidelines on test administration, including testing accommodations.

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\*Hereafter referred to as TABE 9/10 (no trademark).

The Job Corps Data Center (JCDC) will provide Spotlight training and a course on the Staff Instruction Management Online Network (SIMON) to present an overview of TABE 9/10 – STS to Regional Office staff and Center Directors prior to the training in Austin. A separate JCDC Notice will be issued regarding these online training opportunities as well as the deployment schedule for the thin clients.

3. Training Participants. Attendance at the Austin training is mandatory for all Job Corps centers with the exception of the TABE 9/10 pilot centers and the Puerto Rico centers. The training will include hands-on experiences at JCDC. The number of attendees will be limited to ensure full engagement of participants. Centers are asked to send two representatives: the TABE Administrator and the center’s designated TABE 9/10 – STS Implementation Team Lead. Center operators and Regional Offices should each send one representative. Please refer to the attachment to this Program Instruction for a list of centers and operators scheduled for each of the training sessions.

4. Travel and Accommodations. Training participants are responsible for making their own travel and hotel arrangements. Job Corps centers, center operators, and Regional Offices are responsible for all authorized expenses incurred for participation. Bus service from the hotel to JCDC will be provided by the National Office.

Dates:	<u>August Session (Boston, Philadelphia, Atlanta, READ180 Pilot and Control Centers)</u>			
	Monday	August 20	5:00 p.m. – 7:00 p.m.	Registration
	Tuesday	August 21	8:30 a.m. – 5:00 p.m.	Training
	Wednesday	August 22	8:30 a.m. – 4:00 p.m.	Training
	Thursday	August 23		Travel Day
	<u>September Session (Dallas, Chicago, San Francisco)</u>			
	Tuesday	September 4	5:00 p.m. – 7:00 p.m.	Registration
	Wednesday	September 5	8:30 a.m. – 5:00 p.m.	Training
	Thursday	September 6	8:30 a.m. – 4:00 p.m.	Training
	Friday	September 7		Travel Day

Location: The Driskill Hotel  
 604 Brazos Street  
 Austin, Texas 78701  
 Reservations: toll-free at (800) 252-9367, or call (512) 474-5911  
<http://www.driskillhotel.com/>

Reservations: **All hotel reservations must be made by July 30, 2007, for the August training and by August 13, 2007, for the September training, in order to guarantee the government rate.** Please contact The Driskill Hotel directly to make your reservation. The group rate of \$85 plus 15% tax per room will be honored if you identify yourself as part of the “Job Corps’ TABE 9/10 –

STS Implementation Training” room block. Be sure to specify which training session you are attending. The negotiated rate is per guest.

Transportation: The Driskill Hotel is located within 10 miles of the Austin-Bergstrom International Airport. For ground transportation from the airport to The Driskill Hotel, visit <http://www.ci.austin.tx.us/austinairport/transportation.htm>.

5. Conference Registration. Participants should register online at <http://www.cvent.com/>. In the top right corner, click on RSVP for an Event. The event code is: 4ZNC6MDNVW4.

**The online registration form must be completed no later than Tuesday, July 31, 2007. Please register promptly.**

6. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff with sufficient lead time to make the necessary arrangements for travel and accommodations.

7. Expiration Date. September 7, 2007.

8. Inquiries. Inquiries about the training should be directed to [fry.lynne@dol.gov](mailto:fry.lynne@dol.gov) or [johnson.eunice@jobcorps.org](mailto:johnson.eunice@jobcorps.org). Inquiries about conference logistics and registration should be directed to Jennifer Bebermeyer at (301) 907-0900 or [jbebermeyer@coffeycom.com](mailto:jbebermeyer@coffeycom.com).

Attachment

List of Participating Centers, Operators, and Regions by Training Date