

August 7, 2007

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 07-04</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

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

**SUBJECT:** Career Technical Training Funds for Program Year 2007

1. Purpose. To inform the Job Corps community of funds available to support professional development, instructor and student credentialing, program changes, and equipment needs for career technical training (CTT).

2. Background. In October 2006, the National Office of Job Corps unveiled Job Corps' New Vision, which outlines national goals to develop a 21st-century approach to training and educating. The purpose of this approach is to prepare Job Corps graduates to compete in the new workforce economy. Implementing the New Vision approach will involve a systemic transformation of the Job Corps program and curriculum. Job Corps has utilized the principles and the momentum of the President's High Growth Job Training Initiative (HGJTI), along with the most current information on evidence-based education practices, as major catalysts for transformation.

CTT funds, as well as other programmatic resources, will be used to support components of the new vision. These components include the implementation of:

- a. training programs aligned with the standards and competencies required in high-growth, high-demand industries;
- b. staff and student credentialing (certification, state licensure, and/or apprenticeship); and
- c. ongoing professional development.

3. Allocation of Resources. Funding in the amount of \$3.25 million has been allocated for program year (PY) 2007 to support career technical program changes, instructor training, staff and student credentialing, program upgrades, and equipment needs. The CTT funds will be dispensed to the regions based on the number of CTT slots. Allocation of resources will occur as follows:

**Available PY 07 Funding**

Region	Training Slots	Share of National Total	Available Funds (based on slot allocations)
Dallas	7,975	0.2073	\$673,704
San Francisco	7,536	0.1959	\$636,619
Philadelphia	7,074	0.1839	\$597,590
Atlanta	5,419	0.1409	\$457,781
Chicago	5,377	0.1398	\$454,233
Boston	5,091	0.1323	\$430,073
<b>Total</b>	<b>38,472</b>	<b>1.000</b>	<b>\$3,250,000</b>

Note: Does not include slots for off-center training and advanced career training.

**Please note:** This program year, the National Office will purchase items directly related to the accreditation of its 134 culinary programs. The National Office has partnered with the American Culinary Federation to accredit its culinary training as a national program, which will streamline the accreditation process for the centers and result in substantial cost-savings. Centers should review the list of certification-related items, including curriculum, online training, and tool kits, before requesting funds for culinary programs. Specifics are outlined in Attachment A.

4. Guidelines. Regional Offices have discretion in distributing funds to centers; however, the following requirements must be met:
- a. Funding will be used strictly to support instructional improvements (e.g., instructor training/professional development, curricular materials, instructional tools), instructor and student certification, and equipment replacements and/or upgrades. CTT funds are not to be used for facility construction or rehabilitation. Requests for these items must be approved by the Regional Office and then forwarded to the attention of Mike O’Malley at the Office of the Assistant Secretary for Administration and Management (OASAM), Job Corps, for review and submission of recommendations to the National Director.
  - b. The National Office will approve all CTT program changes before any related funds are authorized by the Regional Office and provided to a center.
  - c. In considering which CTT program changes to forward to the National Office for review and approval, Regional Directors should give first priority to centers **replacing low-performing programs** with those that have demonstrated

opportunities for sustained employment and career growth based on the local market index and employer involvement. Industry councils must play a key role in the selection and replacement of career technical offerings and provide well-informed inputs to these decisions.

5. Action. The following actions should occur by the dates listed:

September 4, 2007                      Regional Offices will provide centers with guidance for requesting CTT funds.

October 1, 2007                         Regional Offices will submit their regional allocation plans to the National Office for review and funding. The plans must identify the center(s) receiving funds, amount funded, purpose of funds, and description of major items purchased. (Refer to Attachment A: PY 2007 Regional Career Technical Training Funds Summary Report.)

October 31, 2007                        The National Office will transfer funds to the Regional Offices for center allocations.

June 30, 2008                            Regional Offices must have obligated PY 2007 CTT funds.

September 15, 2008                    Regional Offices must submit a completed PY 2007 Regional CTT Funds Summary Report to the National Office (Attention: Division of Program Planning and Development) outlining how funds were expended.

6. Expiration Date. September 15, 2008.

7. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at [bradshaw-morris.tracy@dol.gov](mailto:bradshaw-morris.tracy@dol.gov).

#### Attachments

A - PY 2007 List of Items for Culinary Accreditation

B - PY 2007 Regional Career Technical Training Funds Summary Report (Example Template)

C - PY 2007 Regional Career Technical Training Funds Summary Report