

October 30, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-11
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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: Center Training Profiles on the Job Corps Career Development Resource
 Center (formerly the High School Diploma and Community College
 Partnerships Survey)

1. Purpose. To inform the Job Corps community about the new Center Training Profiles and provide centers with instructions for updating information on their high school programs, as well as their community college and other education partnerships. Centers are required to update this information during November 2007.
2. Background. Between 2002 and 2005, the National Office of Job Corps collected high school and community college program information from centers through surveys on the Job Corps Career Development Resource Center (JCCDRC) at <http://jccdr.c.jobcorps.gov>. Early in 2008, the National Office will release new Center Training Profiles on JCCDRC. These Profiles will display high school and community college information, as well as career technical offerings that are currently housed on JCCDRC in the Vocational Offerings Database. The Profiles will also provide labor market information associated with each technical training program by geographic location. Once completed, the Profiles will offer the Job Corps community, prospective students, and business partners a complete “snapshot” of academic and career technical training offered as well as relevant labor market information related to training areas for each center. A separate Job Corps directive will announce the Center Training Profiles and describe their functionality prior to their release in 2008.

A first important step in developing this dynamic new information system will be to populate the education component of the Profiles with high school and community college information. Because the survey questions and definitions used previously have been updated, centers are asked to enter all data regarding their high school and college program and partnerships into the Profiles as if they were filling out the survey for the first time. Centers will access the survey on the JCCDRC Web site as they have in the past. A sample Education Profile is attached showing only the high school portion of the survey.

3. Survey Instructions. Please follow the steps below to access and complete the high school and community college portions of the Center Training Profiles for program year 2006. Centers should plan to complete the survey by November 30, 2007.
 - a. Request a center log-in and password by e-mailing Elizabeth Austin at elizabeth.austin@humanitas.com.
 - b. Using this log-in and password, log in at the JCCDRC portal page: <http://jccdrc.jobcorps.gov>.
 - c. Click on “My Workspace,” located at the top right of the screen in a horizontal bar.
 - d. Select the “Center Education Profile workspace” folder.
 - e. Click the folder with your center name.
 - f. Click the “Education Profile” folder.
 - g. Click the “PY 2006” folder.
 - h. Click the “Edit Profile” tab to begin the survey.
 - i. Review the instructions and collect needed documents and information.
 - j. Enter your data into the survey.
 - k. Click the “Save” button at the bottom of the screen, to save and submit your work to the database. You may come back and make edits until November 30.
 - l. Complete and submit the survey between November 1 and 30, 2007.
4. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff in a timely manner.
5. Expiration Date. November 30, 2007.
6. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101 or fry.lynne@dol.gov. Technical inquiries should be directed to Elizabeth Austin at (301) 608-3290, ext. 402, or elizabeth.austin@humanitas.com. For technical support while completing the survey, please e-mail the JCCDRC Webmaster at jccdrcwebmaster@humanitas.com.

Attachment

Education Profile Sample (High School Portion Only)