

December 13, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-18

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
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SUBJECT: Updates Related to New TAR Implementation and Certification

1. Purpose. To inform the Job Corps community of National Office developments and supporting operational efforts regarding the implementation of revised Training Achievement Records (TARs).

2. Background. In support of Job Corps' New Vision and the certification initiative, the National Office has issued a number of Curriculum Change Notices regarding the release of new program guidelines and TARs for career technical training (CTT) programs. The new program guidelines and TARs resulted from the extensive and valuable contributions of selected center staff (CTT instructors and managers), industry representatives, and certification sponsors who participated as members of CTT implementation teams. These teams were tasked to evaluate Job Corps CTT programs against industry standards and the requirements of recognized, industry-based credentials. The National Office gratefully acknowledges the hard work these individuals committed to this major undertaking.

This is the first time in many years that the CTT programs have been evaluated and the TARs revised to align with current industry standards and certification requirements. The release of the new CTT program guidelines, TARs, and Certification Implementation Guides is the first step in implementing a system that will regularly review programs and TARs to ensure that Job Corps training remains responsive to changing industry and employer needs, and that Job Corps graduates remain competitive in the job market.

Job Corps aligned with 11 of the industries identified under the President's High-Growth Job Training Initiative. These industries provided the framework for evaluating existing Job Corps training programs and developing more rigorous programs for system-wide implementation. As a result, the National Office has revised approximately 40 training programs and identified nearly 80 related certifications. The new training programs reflect merged duties

from multiple TARs, which necessitated the elimination of training programs and/or expanded duty areas. The process also led to the creation of new training titles and occupational codes, and in some cases, assignment of new O*NET codes. Attached is a list of revised training program areas and related titles, codes, and certification information. This list is also available on the JCCDRC Web site at <http://jccdrcc.jobcorps.gov>.

To identify technical assistance and support required by centers to implement the new programs and TARs, the National Office convened two meetings in Houston. The implications of implementing the new TARs were also discussed by the New Vision Implementation Planning Team (NVIPT) at its August 2007 meeting.

3. Updates and Clarifications. Feedback from the Houston and NVIPT meetings, as well as comments from others in the Job Corps community, have highlighted a number of immediate items that the National Office is addressing to ensure a smooth implementation process for the new TARs.

- a. ***Graduate Definition.*** Job Corps is not changing its definition of a graduate at this time. As specified in the Policy and Requirements Handbook (PRH) 4.2, R1: “A graduate is one who has completed the requirements of career technical training or earned a High School diploma or its equivalent (GED) while enrolled in Job Corps, or who completes both, and has completed 60 or more days enrollment. Students who have separated for “Level One” Zero Tolerance infractions do not qualify.” The new TARs align with industry standards and the requirements of industry-recognized certifications. Results of certification exams will not affect the student’s eligibility for CTT completion; however, centers must encourage students to obtain certification(s) prior to separation.
- b. ***TAR Implementation Dates.*** The Curriculum Change Notices that have been issued indicated that centers must ensure that new programs will be implemented and new TARs used by January 1, 2008. The National Office has reviewed this position and will now require use of the revised TARs according to a staggered implementation schedule. The staggered schedule categorizes the new TARs based on minor and major implementation requirements. A chart outlining which TARs fall into the minor and major categories and the applicable implementation dates is attached.
- c. ***Performance Management and Outcome Measurement Systems.*** The roll-out of the TARs is the next major phase of the New Vision. While modifications must be made to CIS to fully support these new TARs, JCDC will be able to fully implement the new TARs utilizing the staggered timeline described in this Program Instruction. The Performance Management System (PMS) and associated Outcome Measurement Systems (OMS) are currently being reviewed and recommendations are being suggested on how to further align the systems with New Vision priorities. As more phases of the New Vision are implemented, adjustments will be made accordingly.

- d. ***Tracking of Certification Attainments.*** The National Office is currently evaluating the type of certification data that needs to be documented and tracked in the Center Information System (CIS). The Job Corps Data Center (JCDC) will develop new data fields in CIS to capture information on students' attainment of certifications and will provide specific instructions for centers to input the required data in the near future.
- e. ***CTT Center Offerings Form.*** In an effort to enhance the accuracy of CIS and update center training offerings to reflect new occupational and O*NET codes, the National Office has developed a CTT Center Offerings Form (Attachment A). Centers are expected to complete and submit the form to their Regional Office for approval. The National Office will instruct JCDC to grant access to the approved codes. The form should not include training programs that are not currently listed in the center's contract. Centers are responsible for submitting a CTT Change Request if they plan to add and/or delete any training program(s).

It is imperative that center staff use the new occupational codes and O*NET codes, when assigning students to programs, in CIS. Center staff should refer to the New and Revised Career Technical Training Programs—Training Titles and Codes (Attachment B) and Staggered TAR Implementation Timeline (Attachment C) to enter the correct training title and code. **Please note that old occupational codes will be deactivated and centers that do not transition students to the new code by the designated deactivation date will not receive credit.**

- f. ***Career Success Standards.*** Please be advised that as of January 1, 2008, all new and final TARs will not contain the Career Success Standards (CSS), even though several previously issued TARs included CSS. The removal of the Career Success Standards from the TARs constitutes an effort to streamline student evaluation by removing duplication on both the TARs and ESPs. ***This removal does not suggest, however, that CSS is no longer a required component of Career Technical Training.*** After input from the Job Corps community and further review, the National Office decided to remove these standards as an evaluation factor on the TAR. Per the PRH, the Career Success Standards are the required evaluation factors on the Evaluation of Student Progress (ESP). ESPs should be conducted at least every 60 days by a team of center staff, including the career technical instructor. The ESPs allow the CTT instructor to evaluate a student's competency in each standard and other center-specific factors, based on his or her performance in the career technical classroom. Although CSS is no longer on the TAR, instructors shall ensure that they model, mentor, and monitor the standards at all times and incorporate the standards into formal instruction. This includes tailoring lessons to meet the individual needs of students.
- g. ***Access to Web-Based Resources.*** The National Office is preparing a full list of software and Web-based resources that centers may need to access and/or download to support new training requirements. JCDC will ensure that centers have the ability to access these resources and issue a separate notice on the date(s)

of availability. The procedures for requesting access to additional resources will be available on the JCCDRC Web site at <http://jccdrc.jobcorps.gov>.

- h. ***Concurrent Enrollment in CTT.*** JCDC is developing updates to CIS that will allow users to input information on more than one TAR per student.
- i. ***Resources for OA/CTS.*** The National Office will soon provide Outreach and Admissions (OA) and Career Transition Services (CTS) staff with reference materials on the new TARs and certifications to assist them in their functions.

4. Action.

a. Implementation of New TARs

- (1) Centers are to implement the new program guidelines and use the new TARs by the dates outlined in the attached Staggered TAR Implementation Timeline.
- (2) CSS standards will be removed from the TARs as of January 1, 2008. CTT instructors are still required to document a student's competency based on his or her performance in the career technical classroom on the ESP.

b. CTT Center Offerings Form

- (1) Centers must complete and submit the CTT Center Offerings Form (Attachment A) and submit center-specific TARs, if applicable, to the Regional Office by January 11, 2008. The center-specific TARs must incorporate prevailing industry standards, align to an industry-recognized credential, when possible, and indicate the same level of rigor and relevance as the newly revised national TARs.
- (2) The Regional Offices should ensure that the centers' career technical offering and training slot information, provided by the centers, aligns with the training program information outlined in the center contracts.
- (3) The Regional Offices must forward the CTT Center Offerings Form and the center-specific TARs to the National Office (Attention: Tracy Bradshaw-Morris) by February 8, 2008.
- (4) The National Office will work with JCDC to update CIS by March 14, 2008.
- (5) The National Office will review center-specific TARs and provide centers and Regional Offices with feedback by March 31, 2008.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff and that staff adhere to the implementation dates outlined in Attachment C.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.t@dol.gov.

Attachments

A– Career Technical Training Center Offerings Form December 2007

B – New and Revised Career Technical Training Programs—Training Titles and Codes

C – Staggered TAR Implementation Timeline