

May 14, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-36
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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: Changes in Training Achievement Records and Coding for Automobile Technician Program

1. Purpose. To inform the Job Corps community of a modification to the Training Achievement Records (TARs) and coding system for the Automobile Technician program.
2. Background. In support of Job Corps' New Vision and the Job Corps Certification Initiative, the National Office of Job Corps aligned the Automobile Technician program with standards and certification requirements upheld by the National Institute for Automotive Service Excellence (ASE) and its training arm, the National Automotive Technician Education Foundation (NATEF).
3. Clarification of Policy Regarding Automobile Technician Requirements. As noted in Attachment A of Program Instruction No. 05-16, Job Corps students in the Automobile Technician program must complete training in Electrical-Electronics Systems as well as one other specialty area. This is also a requirement for centers to maintain ASE/NATEF accreditation. To ensure this dual completion requirement and simplify the coding system, the National Office of Job Corps has merged the Electrical-Electronics Systems duty areas and competencies into the other three core Automobile Technician TARs: Brakes, Engine Performance, and Suspension and Steering. As a result, the assigned O*NET codes have been changed (see attachment to this Program Instruction). When a student has completed one of the three TARs, he or she does not have to repeat the Electrical-Electronic Systems portion on any subsequent TAR that the student chooses to pursue.

4. Action. Effective immediately, all centers must comply with the code structure of the Automobile Technician program as a requirement for ASE certification.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.tracy@dol.gov or Lynn Fry at fry.lynne@dol.gov.

Attachment

Automobile Technician Program Code Structure