

September 18, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-11
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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: Career Technical Training Program TAR Revision and Notification Process

1. Purpose. To inform the Job Corps community of revisions to career technical training (CTT) programs and the notification process.
2. Background. The National Office of Job Corps is responsible for the development and revision of national CTT programs. As part of the National Certification Initiative, the National Office released 40 revised training programs from December 2006 to July 2007. Transition to the new training programs was completed July 1, 2008. The initiative continues to be the framework for accommodating upgrades in industry standards and certification requirements as deemed necessary by industry and certifying organizations.

Since July 2007, additional revisions and/or enhancements have been made to Training Achievement Records (TARs) as a result of new certification requirements. Recognizing the necessity to keep the Job Corps community abreast of industry certification updates, this Program Instruction serves as an overview of changes in program requirements since the original TARs were released.

a. TAR Enhancements Post July 2007

Training Program	Revision	Notification
All national programs	Removal of Career Success Standards (CSS) and addition of new occupational code on TAR	Included in select Curriculum Change Notices (CCNs) and subsequently removed from all national TARs

Welding	Removal of instructional hours required on TAR	Posted on JCCDRC/CTT Web site (January 2008)
Culinary Arts	ServSafe® Food Safety Skills section is no longer “optional.” Students do not have to pass the exam to gain completer status; however, they must complete the line items. Additional change was correction of certification titles on the TAR	Posted on JCCDRC/CTT Web site (August 2008)
Landscaping	Addition of Exterior Landscaping TAR	CCN 07-14
Computer Networking/Cisco	Addition of two TARs	CCN 07-17
Automobile Technician	Restructure of program	PI 07-36 and 07-41

b. Hospitality Program Clarification

The Hospitality program consists of Hotel and Lodging and Culinary Arts with a shared Foundations TAR. The National Office released the new TARs for these programs along with its related Curriculum Change Notices 06-08 and 06-06 in April 2007.

The Hospitality Foundations TAR was designed as a basic introduction to the Hotel and Lodging and Culinary Arts programs. The TAR provides cross-cutting Hospitality Industry skills (duty areas A–F, plus CPR) in addition to requirements for ServSafe® Employee Guide certificate attainment. This certificate indicates the student has received an introduction to food safety training. Students completing the Foundations TAR receive a certificate showing completion of the ServSafe® Employee Guide.

- (1) Current policy for the Culinary Arts program. Completer status is granted only after completion of **both** the Hospitality Foundations TAR 65026JT and Culinary Arts 65026JA TAR.
- (2) Current policy for the Hotel and Lodging program. Completer status is granted upon completion of the Hotel and Lodging 53808JA TAR. **Note:** Hotel and Lodging programs that offer both “front of the house” and “back of the house” training are highly encouraged to use the Hospitality Foundations TAR.

Except for removal of CSS, no policy changes have been made to supersede the April 2007 Curriculum Change Notices 06-08 (Hotel and Lodging) and 06-06 (Culinary Arts).

3. Action. The National Office will continue to communicate and clarify all changes to training programs through Job Corps directives and the Career Technical Training Web site. Consistent with current practice, the notices will outline new training or certification requirements, material and equipment needs, and any other adjustments that will enable centers to meet the terms of the stated modification. Going forward, a quarterly TAR update report will also be issued and posted on the Job Corps Career Development Resource Center (JCCDRC) Web site (<http://jccdrc.jobcorps.gov/ctt>). This issuance will serve as the first quarterly report with the subsequent issuances in December, March, and July. A recent series of program Webinars also addressed several pending industry-driven TAR changes that are currently being vetted by the National Office.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.t@dol.gov or Lynne Fry at fry.lynne@dol.gov.