

September 24, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-12
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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 2008

1. Purpose. To inform the Job Corps community of available funds to support: (1) Career Technical Training (CTT) program changes; (2) CTT modifications in operations, equipment, and construction and rehabilitation; and (3) staff training leading to instructor certifications.

2. Background. Over the past several years, the National Office of Job Corps has reinforced its commitment to developing a skilled workforce to meet the needs of high growth and high demand industries. It is critical that Job Corps delivers career training that is rigorous and relevant, prepares students for multiple jobs in career paths, and adapts quickly to changing industry and employer requirements.

To support this emphasis on career training, the National Office of Job Corps will continue to provide career technical training funds that will assist centers in making Career Technical Training program changes and procuring up-to-date training materials, replacing missing or obsolete equipment, and improving facilities. In addition, Job Corps will contribute dedicated funding for instructor professional development and certification. Investment in instructors' training leading to certifications is often essential for obtaining industry sponsors' recognition and/or certification of Job Corps' training programs.

The funds will facilitate Job Corps' efforts to: (1) create an industry-driven training system; (2) align CTT requirements with today's high growth occupational areas; and (3) support public/private partnerships designed to enhance workers' skills development.

3. Allocation of Resources. Three million dollars (\$3 million) has been allocated for CTT program upgrades, equipment needs, and in certain cases, complete CTT program changes.

The CTT funds will be distributed among the regions based on the number of CTT slots, as follows:

Available PY 08 Funding			
Regions	Training Slots	Share of National Total	Available Funds (based on slot allocations)
Dallas	10,809	0.1931	\$579,354
Philadelphia	10,578	0.1890	\$566,972
San Francisco	10,342	0.1848	\$554,323
Atlanta	8,111	0.1449	\$434,743
Boston	7,704	0.1376	\$412,928
Chicago	8,427	0.1506	\$451,680
Totals	55,971	1.0000	\$3,000,000

In addition, an amount of \$230,000 has been allocated for investment in instructor training leading to certification, and will be distributed among the regions, as follows:

Available PY 08 Funding		Instructor Training	
Regions	Training Slots	Share of National Total	Available Funds (based on slot allocations)
Dallas	10,809	0.1931	\$44,417
Philadelphia	10,578	0.1890	\$43,468
San Francisco	10,342	0.1848	\$42,498
Atlanta	8,111	0.1449	\$33,330
Boston	7,704	0.1376	\$31,658
Chicago	8,427	0.1506	\$34,629
Totals	55,971	1.0000	\$230,000

4. Guidelines. Regional Offices will use the attached program year (PY) 2008 Regional Career Technical Training Funds Summary Report for two purposes:
 - a. To identify funding allocations to centers after the start of the program year. The column entitled “Allocated” will be filled in and the region will submit the report to the National Office according to the following timeframe:

September 30, 2008	The National Office will transfer funds to Regional Equipment Reserve Accounts.
October–November 2008	Regional Offices will provide centers with guidance for requesting training funds.
December 31, 2008	Regional Offices will submit Section I, Section II, and Section III of the Regional Career Technical Training Funds Summary Report to the National Office for review and funding. The Report must identify the center(s) receiving funds, the amount allocated, and a description of the use of the funds. (Please reference Attachment A: PY 2008 Regional Career Technical Training Funds Summary Report.)
June 29, 2009	Regional Offices must have obligated PY 2008 career technical training funds.

- b. To identify funds expended on centers during the program year. Regions will fill out the column entitled “Expended” next to the completed allocations column and the report will be resubmitted to the National Office by the following date:

September 28, 2009	Regional Offices must submit a completed PY 2008 Regional CTT Funds Summary Report to the National Office (Attention: Division of Program Planning and Development) outlining how funds were expended.
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While Regional Offices have discretion in distributing funds to centers, the following requirements must be met in preparing the Summary Reports:

- (1) This year’s funding will pertain strictly to (a) CTT program changes; (b) CTT modifications in operations, construction and rehabilitation, and equipment; and (c) training of instructors leading to certification. Regions will use three parts of the Regional Career Technical Training Funds Summary Report. Section I will address CTT Changes; Section II will be for CTT Modifications; and Section III will be for Staff Training Leading to Certification. In Sections I and II, regions must clearly identify the appropriate category for the funding: A for operations; B1 for construction and rehabilitation, and B2 for equipment. In Section III centers must specify funding requests related to instructor and manager training leading to certification. Any separate requests for facility construction or rehabilitation must be approved first by the Regional Office, and then forwarded to the Office of Job Corps Support, Attn:

- (2) The National Office will approve all CTT program changes before any related funds are authorized by the Regional Office and provided to the center.
- (3) In considering which CTT program changes to forward to the National Office for review, Regional Directors should give first priority to centers that are **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 also play a key role in the selection and replacement of CTT offerings and provide well-informed input in these recommendations. The National Office of Job Corps will provide program performance data in October 2008 to assist regions in working with centers in identifying and selecting CTT program offerings that need to be changed.

In addition, Career Technical Training Web resources are available to assist centers in identifying instructor training and certification information. One set of resources are the PowerPoint presentations from the CTT Summer Webinar Series. These provide program-by-program information on instructor training and certification, *as applicable*. These documents are accessible through the following direct link: <http://jccdr.jobcorps.gov/ctt/newvision/summer-webinars/>. Additional information can be found in the Industry/Program specific Implementation Guides on the Career Technical Training Web site home page at <http://jccdr.jobcorps.gov/ctt>. Implementation Guides can be downloaded by selecting the relevant **Industry Title** from the header menu at the top of the CTT Web site, then by selecting the specific **Program Title** from the left-hand navigation box.

5. Action. Regional Offices must coordinate with center operators, NTCs and center directors to ensure compliance with the guidelines and schedules specified in this Notice.

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

6. Expiration Date. September 28, 2009.
7. Inquiries. Inquiries should be directed to Lynne Fry at fry.lynne@dol.gov.

Attachments

- A – PY 2008 Regional Career Technical Training Funds Summary Report (Example Template)
- B – PY 2008 Regional Career Technical Training Funds Summary Report