

March 8, 2010

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| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NO. 09-39 |
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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: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: Data Collection for Center-Operated Career Technical
Credentials/Certification Opportunities at Job Corps Centers

1. Purpose. To collect information on career technical credentials/certification opportunities available to students at each of the Job Corps centers. The following **National Training Contractors (NTCs) will be surveyed separately:**

- a. Home Builders Institute - HBI
- b. International Masonry Institute - IMI
- c. International Union of Operating Engineers/National Training Fund - IUOE NTF
- d. International Union of Painters and Allied Trades - IUPAT
- e. National Plastering Industry's Joint Apprenticeship Trust Fund - NPIJATF
- f. Transportation Communications International Union – TCU/IAM
- g. UAW-Labor Employment and Training Corporation - UAW-LETC
- h. United Brotherhood of Carpenters - UBC

2. Background. Through Job Corps' National Certification Initiative, career technical training programs were updated and Training Achievement Records (TARs) revised to align with industry standards and certification/career technical credentialing requirements. Certifications/career technical credentials corresponding to Job Corps training programs are indicated on the cover page of the TARs and are specified in the Implementation Guide for each of Job Corps' career technical training programs.

The Job Corps Data Center has included a data collection module in the Center Information System (CIS) for documenting student attainment of certifications/career technical credentials. However, not all centers are consistently using this capability to document and report attainments. There may also be other certifications/credentialing opportunities being made available to students at some centers that are not included in the current master list.

In order for the National Office of Job Corps to establish a list of all certification/technical credentialing opportunities available to Job Corps students at every center, and to design a streamlined data collection process through CIS, each contractor is required to respond to this Program Instruction no later than the due date indicated below.

3. **Action.** Center operators are to coordinate completion of the survey for each of their centers and submit responses using the attached Center Certification Inventory survey no later than **Wednesday, March 31, 2010**.
 - a. Center operators should identify a point of contact for centers to use when submitting their survey.
 - b. Only one survey may be completed per center. Centers should not report on NTC programs.
 - c. Detailed instructions for completing the survey are on the front page of the attached survey tool.
 - d. **All submissions will be forwarded by corporate offices** to Jim Cooper (jcooper@dir-online.com) at Decision Information Resources (DIR).
 - e. Contact Jim Cooper at (512) 712-5844 if technical assistance with the survey tool and accompanying attachments is required.
4. **Expiration Date.** Wednesday, March 31, 2010.
5. **Inquiries.** Process inquiries should be addressed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.t@dol.gov.