

July 1, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE 10-01
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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: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Material Handling and Distribution Operations Programs: Instructor-Certification Training

1. Purpose. To provide information on instructor certification training to centers offering Material Handling and Distribution Operations programs.
2. Background. Per Curriculum Change Notice 09-04, the National Office of Job Corps has released new program requirements for the Material Handling and Distribution Operations career technical training program (CTT). To ensure that instructors effectively train students to meet these requirements, the National Office is offering instructors of Material Handling and Distribution Operations the opportunity to attend a three-day certification training session. We have scheduled the session, delivered by the Manufacturing Skill Standards Council (MSSC), for August 9–11, 2010. MSSC will hold the training simultaneously at two of the council's facilities: Lehigh, Pennsylvania, and Fort Worth, Texas.
3. Funding. The National Office will allocate up to \$3,000 in funding to centers currently offering Material Handling and Distribution Operations to cover the cost of MSSC's certification training, travel, and accommodations (see attachment A). Instructors must complete the attached MSSC Instructor Training Registration Form (see attachment B) and select the training facility closest to their center.
4. Action.
 - a. Funds will be available to centers by July 30, 2010.
 - b. **Please note that Job Corps centers must complete and return the MSSC Instructor Training Registration Form to Katherine Limon (limon.katherine@dol.gov) by July 16, 2010.**

- c. Payment for certification training must be sent to MSSC:

140 King Street
Alexandria, VA 22314

- d. Job Corps centers are encouraged to make arrangements for travel and accommodations by July 19, 2010.

5. Expiration Date. August 11, 2010

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.t@dol.gov or Katherine Limon at (202) 693-3124 or limon.katherine@dol.gov.

Attachments

A - Job Corps Material Handling and Distribution Operations Programs by Center

B - MSSC Instructor Training Registration Form