

October 1, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO.10-15</b>
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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:** Career Technical Training Credential Attainment

1. Purpose. To update the Job Corps community on the status of expanding the database of approved credentials and to provide guidance on entering credential attainment information in the new Career Technical Training (CTT) Credential Module within the Center Information System (CIS).
2. Background. As outlined in Information Notice 10-07, the National Office conducted a review of credentials submitted by centers in March 2010, as part of the Certification Offerings Survey. The vetting process was based on the same set of criteria used to evaluate the original set of approved credentials and was intended to promote consistent quality throughout the system. Please refer to Information Notice 10-07 for specific information about the vetting process and the review criteria.
3. Outcome of Review Process.
  - a. Attachment A is a list of credentials which met the review criteria and are approved to be entered into the CTT Credential Module in CIS when it becomes available. The list includes credentials previously approved and others approved in the vetting process conducted over the past few months.
  - b. Attachment B is a list of credentials still pending review by the National Office. Credential approval in the Pending Tier One category is conditional on receiving additional information or clarification. Examples of the missing information include incorrect credential title or sponsor name and unconfirmed industry recognition. The National Office will continue to review and approve items in the latter category as the missing information is received.

- c. Credentials in the Pending Tier Two group did not meet the criteria for approval and require further review. Examples of the issues include the following: no exam component for demonstration of knowledge, skill or ability; and short duration, such as .5 to 4 hours. The National Office will continue to review items in the Tier Two group and will make determinations on a case-by-case basis.

4. CTT Credential Module. The credentials available in CIS will be limited to those on the Approved List (Attachment A); only those credentials will be accepted in the system. The input will be tracked for information purposes in PY2010 and will be reported in OMS. **Note:** Centers may continue to offer credentials that do not appear on the approved list; however, an attainment credit will not apply.

Please also note that JCDC will provide tutorials and release notes to guide centers in using the new module.

5. New Process for Requesting Credentials. The National Office will supply guidance on the process for requesting additional new credentials beyond October 1, 2010, in a forthcoming Program Instruction Notice.

6. Actions. For data-collection purposes, the records manager should refer to the Training Achievement Record (TAR) cover page and/or credential attainment page at the end of the TAR for the credential information to be recorded in the new CTT Credential Module in CIS beginning October 1, 2010. The records manager may also use (Attachment A - list of approved credentials) as a reference tool.

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

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov).

Attachment

A – List of Approved Credentials as of October 2010

B – List of Pending Credentials as of October 2010