

June 14, 2011

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-46
--

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS
 ALL CTT INSTRUCTORS AND CTT MANAGERS
 ALL RECORDS MANAGERS

FROM: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Approved Credentials, Recording Credentials on Training Achievement
 Records (TARs), and Entering Credential Attainment into the Center
 Information System (CIS)

1. Purpose. To inform the Job Corps Community about all approved industry-sponsored credentials available to Job Corps students, and to instruct on recording credentials on the TARs and into CIS. Additionally, this directive notifies addressees of an upcoming webinar that illustrates this process.

2. Background. The National Office of Job Corps, in conjunction with national industry partners, has made available a comprehensive variety of industry-recognized credentials to Job Corps Career Technical Training (CTT) completers. In continuing support of its Standards-Based Education and Training initiative, the National Office has added to, and upgraded the list of its approved credentials. This notice also serves as a reminder for center CTT Instructors, CTT Managers, Training Directors, and Center Directors to encourage students to attain at least one credential before separating from Job Corps.

3. Reference. The complete array of approved industry credentials, organized by the training program area, is found by referencing the Approved Credentials List on the Job Corps Community website, Career Technical Training page.

4. Actions.
 - a. CTT Instructors and CTT Managers will ensure that any and all credentials attained by a student are recorded on the front page of the TAR under the Certifications section and also on the back page(s) of the TAR under the Certification Record.
 - b. Records Managers will use the step-by-step directions on the **Attachment** to enter an attained credential(s) into CIS prior to a student's separation.
 - c. Records Managers should plan to attend a webinar session June 29th or 30th illustrating this process. Sessions will be offered at 11 a.m. EDT and 3 p.m. EDT.
 - d. Records Managers and other interested staff should register with the JCDC by going to the Event Registration page on the Job Corps Community website. Records Managers and other interested staff should register with the JCDC by 5 p.m. EDT June 28.
 - e. Addressees are to ensure this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.

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

Attachment

A – How to Enter Credentials into CIS