

August 31, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO 11-07
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TO: ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Webinar Training for Records Managers and Center Directors on
PRH Chapter One

1. Purpose. To provide training on Job Corps' PRH Chapter One policy changes.
2. Background. The revised PRH Chapter One was released on August 11, 2011. The new policies contained in the revised chapter will go into effect on October 10, 2011. The National Office will conduct webinar training related to center responsibilities in the outreach and admissions process. Training will be conducted for each region; all Center Directors and Records Managers should plan to attend.

3. Action. The training will take place on the following dates:

Tuesday, September 6, 2011 **San Francisco Region** only
3:00 p.m. EST

Tuesday September 20, 2011
3:00 p.m. EST
Call in: 888-677-9048 Pass code: 87355#

Wednesday, September 7, 2011 **Dallas Region** only
3:00 p.m. EST

Wednesday, September 21, 2011
11:00 a.m. EST
Call in: 888-677-9048 Pass code: 95621#

Thursday, September 8, 2011 **Chicago Region** only
10:30 a.m. EST

Wednesday, September 21, 2011
3:00 p.m. EST
Call in: 888-677-9048 Pass code: 82354#

Thursday, September 8, 2011

2:00 p.m. EST

Thursday, September 22, 2011

11:00 a.m. EST

Call in: 888-677-9048 Pass code: 44734#

Philadelphia Region only

Friday, September 9, 2011

11:00 a.m. EST

Thursday, September 22, 2011

3:00 p.m.

Call in: 888-677-9048 Pass code: 74472#

Atlanta Region only

Friday, September 9, 2011

2:00 p.m. EST

Friday, September 23, 2011

11 a.m. EST

Call in: 888-677-9048 Pass code: 61395#

Boston Region only

To log in to the webinar, go to the following URL: <http://webclass.jobcorps.org/chap1/>.

If you encounter difficulty logging in to this event, please contact the Job Corps Data Center (JCDC) Help Desk at helpdesk@jobcorps.org, or by phone at 800-598-5008.

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

5. Expiration Date. September 23, 2011.
6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.