

August 28, 2012

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| DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 12-06 |
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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: Electronic Training Achievement Record (E-TAR) Implementation

1. Purpose. To provide an update to the Job Corps community on the status of E-TAR implementation, and to outline general guidance on next steps regarding system-wide roll-out.

2. Background. The Job Corps system has begun adopting E-TARs. Ultimately, E-TARs will replace current paper-based TARs, and result in more efficient tracking of student achievement, clearer audit trails, simpler instructor and student sign-off processes, and enhanced sustainability. The rollout of E-TARs coincides with TAR revisions based on changes in industry standards and credentialing requirements. The Office of Job Corps will continue to inform the Job Corps community prior to the release of revised TARs.

 Since October 2011, 13 Job Corps centers have been piloting E-TARs in select career technical training areas. An E-TAR Workgroup, comprised of regional and center-level staff, corporate representatives, National Training Contractors, USDA Forest Service representatives, and pilot site representatives, collaborated on a set of recommendations to guide systemwide implementation, which may result in changes to Job Corps policy.

3. E-TAR Workgroup Recommendations. The E-TAR Workgroup generated 28 recommendations regarding systemwide implementation in three areas: 1) Policy/Data Integrity; 2) Operations/Administration; and 3) Communications. Listed are seven of the recommendations approved by the Office of Job Corps that impact the initial stages of systemwide implementation. Additional guidance will be provided as rollout continues,

including specific directives regarding a new coding structure for E-TARs and potential audit implications related to E-TAR implementation.

The target completion date for E-TAR deployment is December 31, 2012. Job Corps Data Center (JCDC) will select centers to begin full implementation on a rolling basis until all centers are fully implementing E-TARs.

- Support: JCDC will provide centers with one-on-one training and technical assistance during the rollout process. Centers offering the career technical programs identified from the Curriculum Change Notice 12-01 will be given priority status for initial implementation.
- E-TAR recordkeeping and storage: E-TARs will be stored electronically and will be available through the Center Information System (CIS). The full E-TAR will be stored in the database and the data warehouse permanently. In addition, as a back-up measure, centers must also keep a hard copy of the E-TAR (cover page only) in the student record permanent file.
- Work-Based Learning (WBL): JCDC has created an “E-TAR Report” function that provides summary information on E-TARs but not actual access to the live E-TAR. This report can be in PDF or Excel format and e-mailed to the WBL site to be entered electronically. If the WBL supervisor does not have or does not use electronic files, a hard copy of the E-TAR report can be shared and used to collect input. The instructor will enter the WBL supervisor’s feedback into the live E-TAR.
- On-center training and technical assistance: Centers should develop an internal plan for building capacity center-wide to support E-TAR implementation. One strategy would be for centers to develop an E-TAR Implementation Team to oversee the process. The E-TAR Implementation Team could complete a self-assessment against the identified readiness criteria as its first task, and then develop a plan for addressing identified weaknesses. The center Information Technology Point of Contact (POC) should play a key role in center-wide E-TAR implementation. Please see further guidance under “Action” in this notice.
- Student training on E-TARs: JCDC has developed a mock E-TAR on using the Student Portal and E-TAR. Center staff should plan to introduce this functional, generic E-TAR during the career preparation period to prepare students to use the E-TAR application, and to gain hands-on experience with its functionality. JCDC will be making this tool available to centers approved for E-TAR implementation.
- New E-TAR Coding Scheme: During the initial one-on-one E-TAR training session, JCDC will provide centers information on the new E-TAR coding scheme. The Office of Job Corps will also hold webinar training sessions on new coding schemes and format.

- Help Desk. The Help Desk will be an ongoing resource regarding E-TAR implementation. JCDC will address technical questions will be addressed by JCDC, but questions that have policy or operational implications will be referred to an Office of Job Corps Career Technical Training (CTT) Team that will confer and develop a response in writing.

4. Action. Center Directors should designate an E-TAR Deployment Coordinator to be the primary POC for the E-TAR deployment. JCDC and the Office of Job Corps CTT Team will work with this person and the center IT POCs on the deployment process. Centers should provide this person's name and contact information to ETARSupport@jobcorps.org. This person may be the center's Deputy Director, Training Director, or CTT Manager, should have overall knowledge of the center's CTT training programs and operations, and will be the primary point of contact to coordinate with center's IT POCs and JCDC Technical Team on the E-TAR implementation.

JCDC Technical Team will work with centers to evaluate center readiness, schedule the training sessions and develop a rollout plan. JCDC will assign a deployment date for each center. Center Directors should ensure the E-TAR Implementation Teams have full management support to meet the deployment schedule, so Job Corps can meet the target date of December 31, 2012.

This Program Instruction Notice will serve as interim guidance regarding E-TAR implementation until such time as PRH changes are formally adopted.

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

5. Implementation Date. Effective immediately.
6. Expiration Date. Until superseded.
7. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.tracy@dol.gov. Technical (IT) inquires should be directed to Linda Estep at (888) 886-1303 ext. 7212 or estep.linda@jobcorps.org.