

October 3, 2012

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| DIRECTIVE: | JOB CORPS PROGRAM INSTRUCTION NOTICE 12-13 |
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TO: ALL JOB CORPS REGIONAL OFFICE STAFF
ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Job Corps Career Transition Services (CTS) Quarterly Webinar
October 30, 2012

1. Purpose. To provide updated information and guidance to CTS Operators regarding areas that influence successful transition and outcomes.
2. Background. The Office of Job Corps conducts quarterly webinars so that CTS Operators can address policy issues directly to the office. The webinars will provide tools and resources to support CTS Operators in meeting placement goals.
3. Action. The third quarterly webinar is scheduled for October 30 at 3 p.m. EST. It will cover completion of Form 678 for Apprenticeship Job Training Match, professional development opportunities available on SIMON, and items that you submit. **Please submit any agenda items to Michele Stockham at stockham.michele@dol.gov by October 26, 2012.**

The webinars will be posted in the Event Registration area of Job Corps Community website. To register, log on using your Citrix credentials. Click **Event Registration** from the navigation menu at left, and select the event you wish to attend by clicking on the Event Title.

Webinar login details: <http://webclass.jobcorps.org/ctsqtrtrly/>

Login number: (888) 677-9048

Participant Code: 72119#

4. Expiration Date. October 30, 2012.
5. Inquiries. Inquiries should be directed to Michele Stockham at (202) 693-2804 or stockham.michele@dol.gov.