

November 30, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE 12-17</b>
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**TO:** ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL CAREER TRANSITION SERVICES CONTRACTORS

**FROM:** ROBERT PITULEJ  
Acting National Director  
Office of Job Corps

**SUBJECT:** Job Corps Career Transition Services (CTS) Quarterly Webinar Make-up  
Session December 6, 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 present policy issues directly to the Office of Job Corps. The webinars will provide tools and resources to support CTS Operators in meeting placement goals.
3. Action. The third quarterly webinar make-up session is scheduled for December 6 at 3 p.m. Eastern. It will cover the completion of Form 678 for Apprenticeship Job Training Match, AmeriCorps Job Training Match, HIPPA laws and placing students with disabilities.

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

4. Expiration Date. December 6, 2012.
5. Inquiries. Inquiries should be directed to Michele Stockham at (202) 693-2804 or [stockham.michele@dol.gov](mailto:stockham.michele@dol.gov).