

December 5, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-19
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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: ROBERT PITULEJ
Acting National Director
Office of Job Corps

Subject: Training Achievement Record (TAR) Updates for Program Year
2013

1. Purpose. To inform the Job Corps Community of the TAR updates scheduled for release in PY 13.
2. Background. As part of national credentialing initiative, the Office of Job Corps will update 64 TARs based on new or amended national industry standards. The Office of Job Corps, in close collaboration with industry and certification sponsors, routinely monitors changes in the standards to ensure timely updates and that students are equipped with the most current knowledge and skills needed to meet labor demands.

The Office of Job Corps will assemble TAR review teams consisting of Career Technical Training (CTT) instructors, credential sponsors and industry representatives, Regional Project Managers and Subject Matter Experts (SME.) This Information Notice provides details regarding TAR reviews for PY 13 deployment.

3. TAR Reviews. The following TARs will be updated for release July 1, 2013.
 - a. **Advanced Automotive and Machine Repair, 23 TARs**
Center (Basic): Electrical-Electronics Systems Brakes; Electrical-Electronics Systems Engine Performance; Electrical-Electronics Systems Suspension and Steering; Automatic Transmission and Transaxle; Engine Repair; Heating and Air Conditioning; Manual Drive Train and Axles; General Service Technician (GST).

Center (Advanced): Electrical-Electronics Brakes; Electrical-Electronics Engine Performance; Electrical-Electronics Suspension and Steering; Automatic Transmission and Transaxle; Engine Repair; Heating and Air Conditioning; Manual Drive Train and Axles.

United Auto Workers (UAW) (Advanced): Electrical-Electronic Systems; Brakes; Engine Performance; Suspension and Steering; Automatic Transmission and Transaxle; Engine Repair; Heating and Air Conditioning; Manual Drive Train and Axles.

b. Construction, 15 TARs

Home Builders Institute (HBI): Pre-Apprentice Brick Masonry Trainee; Pre-Apprentice Carpentry Trainee; Pre-Apprentice Electrical Trainee; Pre-Apprentice Facilities Maintenance Trainee; Pre-Apprentice HVAC Trainee; Pre-Apprentice Painting Trainee; Pre-Apprentice Plumbing Trainee; Pre-Apprentice Weatherization Technician; Landscaping Trainee; Pre-Apprentice Solar.

International Union Painters and Allied Trades (IUPAT): Industrial Painting (new).

National Plastering Industries' Joint Apprenticeship Trust Fund (NPIJATF): Cement masonry, Plastering, Advanced Cement Masonry, and Advanced Plastering (new).

c. Finance and Business, 4 TARs

Accounting Services; Insurance and Financial Services (2); Office Administration.

d. Health Care, 2 TARs

Medical Transcriptionist (under review for possible discontinuance); Health Unit Coordinator.

e. Homeland Security, 4 TARs

Security and Protective Services; Retail, Physical and Public Security; Homeland Security; and Correction Officer.

f. Hospitality, 1 TAR

Hotel and Lodging.

g. Information Technology, 1 TAR

Microsoft Certified IT Professional Windows 7: Enterprise Desktop Support Technician.

h. Transportation, 14 TARs

Inland Boatman's Union (IBU) (Basic): Seamanship (3)

International Union Operating Engineers (IUOE): Pre-Apprentice Asphalt Paving (4); Advanced Asphalt Paving (4); Heavy Equipment Construction Mechanic; Pre-Apprentice Heavy Construction Equipment Mechanic.

Transportation Communications Union (TCU) (Advanced): Advanced Training Machinist.

4. Action. Program-specific Curriculum Change Notices detailing deployment guidelines for all revised TARs are forthcoming. The TARs will be available through CITRIX/ CIS3g by July 1, 2013 as electronic TARs (e-TARs.)

Addressees are to ensure this Information Notice is distributed to all appropriate staff, including CTT Managers and instructors for all programs affected.

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.