

December 10, 2012

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 12-20
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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: Transition from Paper Training Achievement Records (TAR) to
 Electronic Training Achievement Records (e-TAR)

1. Purpose. To provide guidance to the Job Corps Community on the transition from paper TARs to e-TARs.
2. Background. The Job Corps system has begun deploying 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.

Since October 2011, Job Corps centers have been piloting e-TARs in select career technical training areas. In September 2012, additional centers began e-TAR deployment. The goal is for all centers to begin the deployment process by December 31, 2012. Through the transition process, two modules are available in CITRIX: Center Information System (CIS) for paper TARs and CIS-3G for E-TARs.

3. Implementation. As the e-TARs are deployed on centers, students are at different percentages of TAR completion. In addition, not all e-TARs are ready for deployment. As a result, **all five-digit, two-letter TAR codes (example: 55347JA) will remain active – and not be deactivated** – as previously instructed in Curriculum Change notice 12-01. A Program Instruction notice will inform the field of when these codes will be deactivated.

E-TAR deployment:

For centers where an e-TAR has been deployed for a Training Program Area (TPA), use the following guidance:

- Enter new students on the e-TARs in the CIS-3G module.

- Students scheduled to complete the trade within 90 days after deployment should continue on a paper TAR, and do not need to be transitioned to the e-TAR. The Career Technical Training (CTT) instructor submits the completed paper TAR to the Records Manager for completion in CIS as normal.
- All other students currently on paper TARs need to be transitioned from paper TARs to e-TARs within 90 days of e-TAR deployment on your center. To make the transition, instructors transfer student performance information from the paper TAR to the corresponding sections of the e-TAR. Instructors should enter the original dates on the paper TAR when transferring data to the e-TAR in the CIS-3G module. Upon completion of the TAR, the CTT instructor submits the paper TAR plus the front page of e-TAR to the Records Manager for recording and filing in the student record.
- All students, with the exception of those separating within 90 days, must transition to the e-TAR no later than March 31, 2013.

Currently, not all e-TARs are available on centers beginning the deployment process. Use the following guidance for e-TARs that become available after center deployment:

- Continue to use paper TARs and enter students in CIS using five-digit, two-letter codes (example: 55347JA) until e-TARs are deployed for the TPA on your center.
- As new e-TARS become available, centers should enter new students on the e-TARs and transition students currently on paper TARs to e-TARs by transferring data from existing TAR to the e-TAR within 90 days of e-TAR deployment on your center as outlined above.

4. Action. This Program Instruction notice will serve as interim guidance regarding e-TAR implementation until such time as PRH changes are formally issued.

Reminder: Until all e-TARs are deployed, all five-digit, two-letter (example: 55347JA) codes will not be deactivated as previous instructed in CCN 12-01.

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

5. Implementation Date. 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-related inquires should be directed to ETARsupport@jobcorps.org.