

January 8, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-20
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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 GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Career Technical Skills Training (CTST) 2014 Webinars

1. Purpose. To inform the Job Corps community of upcoming Webinars to prepare regions and centers for the Program Year (PY) 2014 CTST cycle.

2. Background. A revised Appendix 303 and its associated Excel forms were implemented during the PY 2013 CTST cycle. Regional and National Offices will only accept the Excel formatted forms for CTST submittals. The forms are available on the Job Corps Community Web site under Career Technical Training (CTT), CTST tab. Webinars will review the use and functionality of the forms, and highlight minor changes to CTST approval process. Webinar participation will ultimately enable centers to receive project funding timely and efficiently.

3. Action. Scheduled training Webinars:

- Regional Directors, Project Managers;
Region 1, Boston; 2, Philadelphia; 3, Atlanta;
Wednesday, January 15, 2014, 11:00 a.m. Eastern
- Regional Directors, Project Managers;
Region 4, Dallas; 5, Chicago; 6, San Francisco;
Wednesday, January 15, 2014, 2:00 p.m. Eastern
- Center Directors, CTT Managers, CTST Instructors, Finance Managers;
Region 1, Boston; 2, Philadelphia; 3, Atlanta;
Thursday, January 23, 2014, 11 a.m. Eastern
- Center Directors, CTT Managers, CTST Instructors, Finance Managers;
Region 4, Dallas; 5, Chicago; 6, San Francisco
Thursday, January 23, 2014, 2 p.m. Eastern

The Webinars are 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.

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

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Stephanie Fichter at (202) 693-3732 or fichter.stephanie.a@dol.gov.