

June 24, 2014

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 13-34</b>
--

**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:**                LENITA JACOBS-SIMMONS  
                         Acting National Director  
                         Office of Job Corps

**SUBJECT:**            The New Electronic Training Achievement Record (e-TAR) Code  
                         for Advanced Career Training (ACT)

1.     Purpose. To advise the Job Corps community of the newly established e-TAR code for ACT: COLLG-600-ACT-14.
2.     Background. Job Corps' official e-TARs are used to document student accomplishments and completion attainment in the Center Information System (CIS-3G) system. This past year, Job Corps implemented a new coding structure for all career technical training TARs. A new e-TAR code has been assigned to each TAR currently used, except ACT. This Program Instruction Notice provides guidance on implementing the new code.
3.     Reference. Please review the following documents for further guidance: Policy and Requirements Handbook (PRH) Section 3.14, "Concurrent Training and the Center Information System (CIS) Technical Guide: Training Module."
4.     Action. Use the new ACT e-TAR code, COLLG-600-ACT-14, to enter students pursuing associate's degrees into CIS-3G. The ACT e-TAR code will provide an enrollment and completion-status, ensure an audit trail for data integrity, and indicate performance outcomes. **Effective immediately**, centers should complete and/or update records of all students enrolled in approved ACT Programs using the ACT e-TAR code. **Centers that have approved ACT programs must close out students, and re-enter them into the CIS-3G using the COLLG-600-ACT-14 code via the Summary, Detail and Credential tabs. Please ensure credentials earned from an ACT program are entered under the Credential tab.**

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff, including Career Technical Training Managers, instructors and Records Manager.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 696-8000 or [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov); or Robert Mhoon at (202) 693-3211, [mhoon.robert@dol.gov](mailto:mhoon.robert@dol.gov).