

November 25, 2014

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-16</b>
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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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Program Year (PY) 2015 Career Technical Skills Training (CTST)  
Webinars

1. Purpose. To inform the Job Corps community of upcoming Webinars on the PY 2015 CTST cycle.
2. Background. In an effort to streamline the CTST review and approval process, the CTST forms have been modified, and CTST Form 4 is no longer required. Regional and National Offices will only accept the Excel formatted forms for CTST submittals. The forms are available on the Regional Share Point Web sites in the CTST PY 2015 folder, and the Job Corps Community Web site under Career Technical Training (CTT). Webinars will review the use and functionality of the forms, and highlight critical areas of concern and process improvement issues. Webinar participation is mandatory and will ultimately enable centers to receive project funding in a timely and efficient manner.
3. Action. Please forward any questions or comments about the current CTST planning process to Tracy Bradshaw-Morris at [bradshaw-morris.tracy@dol.gov](mailto:bradshaw-morris.tracy@dol.gov) by Thursday, December 4. These inquiries will be addressed during the Webinar series, and posted on the CTT Web site as a Q&A resource following the last Webinar session.

Scheduled training Webinars:

- Region 1, Boston; 2, Philadelphia; 3, Atlanta;  
DOL Regional Directors, DOL Project Managers;  
Tuesday, December 9, 2014, 11:00 a.m., Eastern
- Region 4, Dallas; 5, Chicago; 6, San Francisco;  
DOL Regional Directors, DOL Project Managers;  
Tuesday, December 9, 2014, 2:00 p.m., Eastern

- Region 1, Boston; 2, Philadelphia; 3, Atlanta;  
Center Directors, CTT Managers, CTST Instructors, Finance Managers;  
**Corporate Representatives;**  
Wednesday, December 10, 2014, 11 a.m., Eastern
- Region 4, Dallas; 5, Chicago; 6, San Francisco;  
Center Directors, CTT Managers, CTST Instructors, Finance Managers;  
**Corporate Representatives;**  
Wednesday, December 10, 2014, 2 p.m., Eastern
- Alternate session for Center Directors, CTT Managers, CTST Instructors,  
Finance Managers, DOL Project Managers.  
**Corporate Representatives;**  
Wednesday, December 17, 2014, 11 a.m., Eastern

The Webinars are posted in the Event Registration area of Job Corps' Community Web site. 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.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.tracy@dol.gov](mailto:bradshaw-morris.tracy@dol.gov).