

November 25, 2014

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 14-18</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  
                         National Director  
                         Office of Job Corps

SUBJECT:            Training Achievement Record (TAR) Updates for Program Year (PY)  
                         2015

1.     Purpose. To inform the Job Corps community of the TARs scheduled for review beginning January 2015.
2.     Background. Annually, the Office of Job Corps, in close collaboration with industry and certification sponsors, monitors changes in the current industry standards and employer workplace needs. This process ensures that students are equipped with the most current knowledge and skills needed to meet labor demands.
3.     TAR Reviews. To reflect these changes, the Office of Job Corps assembles TAR review teams consisting of Career Technical Training (CTT) instructors, National Training Contractors, credential sponsors and industry representatives, Regional Project Managers and National Office Subject Matter Experts to review and recommend changes to existing TARs.

This Program Instruction Notice provides details regarding TARs currently projected for PY 2015 review and possible revision. The Office of Job Corps, with input from the TAR review teams, will review the 17 TARs listed in the following chart based on new or amended national industry standards. As a result of the review, some, but not necessarily all, of the 17 TARs listed may need to be revised.

Program-specific Curriculum Change Notices detailing deployment guidelines will be issued for all TARs that need to be revised based on the review process. The TARs will be available through CITRIX (CIS-3G) by July 1, 2015, as electronic TARs.

<b>INDUSTRY</b>	<b>TPA</b>	<b>Current E-TAR CODE</b>	<b>TRAINING PROGRAM</b>	<b>OCC. CODE</b>	<b>OPERATOR</b>
Construction	BRICK	BRICK-100-HBI-13	Bricklayer Trainee, Pre-Apprentice	YB	HBI
Construction	CARPE	CARPE-100-HBI-13	Carpentry Trainee, Pre-Apprentice	YC	HBI
Construction	ELECT	ELECT-100-HBI-13	Electrical Trainee, Pre-Apprentice	NR	HBI
Construction	FACMA	FACMA-100-HBI-09	Facilities Maintenance Trainee, Pre-Apprentice	IF	HBI
Construction	HVACC	HVACC-100-HBI-13	HVAC Trainee, Pre-Apprentice	ZY	HBI
Construction	LANHB	LANHB-100-HBI-13	Landscaping Trainee, Pre-Apprentice	NL	HBI
Construction	PAINT	PAINT-100-HBI-13	Painting Trainee, Pre-Apprentice	NP	HBI
Construction	PLUMB	PLUMB-100-HBI-13	Plumbing Trainee, Pre-Apprentice	UB	HBI
Health Care	DENTA	DENTA-100-OJC-07	Dental Assistant	DT	Center
Health Care	LPLVN	LPLVN-100-OJC-07	Licensed Practical/Vocational Nurse	PV	Center
Health Care	NAHHA	NAHHA-100-OJC-11	Nurse Assistant/Home Health Aide	NA	Center
Health Care	PHARM	PHARM-100-OJC-11	Pharmacy Technician	PY	Center
Renewable Resources and Energy	LANDS	LANDS-100-OJC-07	Ornamental Landscaping	LT	Center
Renewable Resources and Energy	LANDS	LANDS-110-OJC-07	Exterior Landscaping	LT	Center
Retail Sales and Services	RETAI	RETAI-100-OJC-07	Retail Sales	RZ	Center
Transportation	HEOPS	HEOPS-100-OJC-07	Heavy Equipment Operations	HD	Center
Transportation	HTDRI	HTDRI-520-OJC-07	Advanced Heavy Truck Driving	XI	Center

4. Action. Addressees are to ensure this Program Instruction 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](mailto:bradshaw-morris.t@dol.gov); or Bill Renwick at (202) 693-3108 or [renwick.bill@dol.gov](mailto:renwick.bill@dol.gov).