

August 17, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 15-03
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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: Equal Opportunity Training Reminder

1. Purpose. To remind the Job Corps community to complete the Equal Opportunity (EO) training located in the Staff Instructional Management Online Network (SIMON).
2. Background. Job Corps staff should be knowledgeable of nondiscrimination and EO provisions of the Workforce Innovation and Opportunity Act as they relate to the operation of the Job Corps program. The Office of Job Corps and the Civil Rights Center (CRC) entered into a signed agreement to ensure the requisite training was created and made available to the Job Corps community annually.

The EO training housed on SIMON must be completed by **September 30, 2015**. This training will be used to meet the Job Corps' EO training requirement identified in the Policy and Requirements Handbook Exhibit 5-4, Required Staff Training for Center, Outreach and Admissions, and Career Transition staff.

3. Action.
 - a. All contract staff must complete the online EO training by September 30, 2015.
 - b. The EO training is accessible through SIMON, which can be found by logging in to CITRIX (<https://citrix.jobcorps.org>). The SIMON application is published on the apps page, which can be seen when you login to CITRIX. To login to SIMON, use the same login and password that you use for CITRIX. Follow the steps below to access the training:
 - (1) Click on Learning Center;
 - (2) Click on Course Information & Enrollment;

- (3) Type EO Training in the Keywords box.
- (4) Click on the Title link, then **Take Course**
- c. After completing the training, click on **Return** at the bottom of the screen, which will take you to the training course screen. The link to the short quiz will be active. A passing score of 70 percent is required to complete the training.
- d. After completing the quiz, staff should follow the steps below to download the Job Corps Equal Opportunity Training certificate:
 - (1) Click on Personal KC on the left side of the screen;
 - (2) Click on the Transcript tab;
 - (3) Click the Certificate link next to Job Corps Equal Opportunity Training.
- e. If a center has staff members who do not maintain access to CITRIX, a CD-ROM containing the training can be requested by contacting the Job Corps Data Center Helpdesk at Helpdesk-JCDC-TAC@jobcorps.org.
- f. A copy of the Job Corps Equal Opportunity Training certificate should be filed in the staff members' personnel folders.

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

3. Expiration Date. September 30, 2015.
4. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.