

June 3, 2016

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 15-18

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL DIRECTORS
 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: Documenting Career Preparation Period (CPP) Enrollment and
 Completion in the Center Information System (CIS) to Meet Reporting
 Requirements per the Workforce Innovation and Opportunity Act (WIOA)

1. Purpose. To meet the performance reporting requirements under WIOA, Job Corps must begin collecting students' CPP information. This will allow the program to correctly identify students to include in the pools of specific WIOA performance measures that the program will begin reporting July 1, 2016.

2. Background. WIOA identifies a number of measures that Job Corps must be positioned to report beginning July 1, 2016. To identify the appropriate pool of students for some of these measures, Job Corps must collect information related to the completion of CPP. Currently, there is no uniform way to identify students across all centers that have successfully completed CPP. Therefore, Job Corps has developed a new Electronic Training Achievement Record (e-TAR), titled "CPP e-TAR," in the Center Information System (CIS) to track the enrollment and completion information on CPP in a standardized format across all centers. This new e-TAR will be deployed and available for use by centers starting June 1, 2016.

The CPP e-TAR is designed to capture the following information:

- Start date – the date the student began CPP
- End date – the date the student either completed or ended CPP
- Completion Status – whether all the CPP requirements have been successfully completed ("Complete") or not ("Incomplete").

Center staff will not be able to assign a student to a Career Technical Training e-TAR until the start and end dates, and the completion status of the CPP e-TAR have been entered. The

start and end dates for the CPP e-TAR must reflect the dates the student began and ended CPP, and NOT the date the information is being entered in CIS.

The new CPP e-TAR must be used for all students who enroll June 1, 2016 or later. A CPP e-TAR will automatically be created for new enrollees with a “proxy” start date. Centers must access the CPP e-TAR for these students, and correct the proxy date with the actual date the student begins CPP. Centers will then enter all other required information into the CPP e-TAR in a timely manner as it becomes available.

The new CPP e-TAR must also be used for all students who are on center as of June 1, 2016, and still completing the CPP program. For these students, centers must create a CPP e-TAR, enter the actual date the student began CPP, and then enter all other required information in a timely manner as it becomes available.

The upcoming PRH Change Notice to be released July 1, 2016, will explain how the new WIOA-based Program Performance Report will be used for performance reporting purposes.

3. Effective Date. Immediately.
4. Action. Centers must begin using the new CPP e-TAR for all students who enroll June 1, 2016, or later. For all new enrollees as of June 1, 2016, a CPP e-TAR will automatically be created with a proxy start date that centers must correct to reflect the date the student actually began CPP. Centers must also create a CPP e-TAR and enter all necessary information for students who are active as of June 1, 2016, and are still completing the CPP program.

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 Shao Zhang at (202) 693-3917 or zhang.shao@dol.gov.