



AUG 25 2017

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-03
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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
ALL CENTER USERS

FROM: *FR* LENITA JACOBS-SIMMONS *LS*
National Director
Office of Job Corps

SUBJECT: Required Reasonable Accommodation Training

1. **Purpose.** To remind center staff about the required Reasonable Accommodation (RA) training located in the Job Corps Learning Management System (LMS) available in CITRIX.
2. **Background.** All staff members are required to complete RA training within their first 90 days of employment, and annually thereafter (see Exhibit 5-4, Required Staff Training and PRH Chapter 6, Section 6.14, Disability Program, R9 Staff Training). This is to ensure all staff members are familiar with basic RA principles and understand their roles in supporting students with disabilities. Centers shall maintain up-to-date records of training completed by each employee (PRH Chapter 5, Section 5.3 Staff Training, R3, Documentation).
3. **Action.** Ensure all center staff complete the required RA training in LMS as required. 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 **Expiration Date.** Until superseded.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 Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.