



OCT 24 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-11

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS OUTREACH AND ADMISSIONS PROVIDERS
ALL JOB CORPS CAREER TRANSITION SERVICES PROVIDERS
ALL JOB CORPS NATIONAL TRAINING CONTRACTORS
ALL CENTER USERS

FROM:  LENITA JACOBS-SIMMONS
Administrator
National Office of Job Corps

SUBJECT: To Announce the Schedule for Updating and Making Available to the Job Corps System the Master Listing of Career Technical Training Program Offerings (Career Technical Training Master Profile)

1. Purpose. The National Office of Job Corps intends to update monthly, the official listing of the Career Technical Training (CTT) Master Profile for each Job Corps location, and post the listing on each regional tab within the Job Corps Community Web site.
2. Background. The National Office had periodically posted regional-specific copies of the CTT Master Profile.

Because Regional Offices' changes did not update the Web version of the CTT Master Profile, confusion resulted concerning which CTT offerings were accurate. The National Office does not monitor copies or changes on the Web site's regional tabs. The National Office will only update the Master Profile with changes to the number, title, size, and provider(s) of program offerings.

3. Action. Beginning November 6, 2017, the National Office will post two versions of the Master Profile on each regional tab of the community Web site, and will do so on approximately the first Monday of each calendar month thereafter. The two versions will consist of the following:

- A national Master Profile listing all training programs across the Job Corps network; and
- An Excel-based spreadsheet listing training programs specific to the corresponding Job Corps region.

Both spreadsheets will be available via the following path: <http://jweb.jobcorps.org/Pages/default.aspx>. Select the applicable region at the top of the page, select "Shared

Documents” from the list of links in the left column, and select “Regional Master Profile” from the listed folders. The two spreadsheets described above will be listed in each regional folder.

The Excel-based, region-specific spreadsheet will enable staff to sort and manipulate data based on regional and individual Job Corps center needs. The read-only national Master Profile will remain the official listing of CTT training program offerings approved by NOJC. Both spreadsheets will be updated based on the schedule defined above.

Please note, this notice and the information within have no effect on Job Corps Information Notice 17-10 or the Regional Planning Process currently in place. Nor does this notice have any effect on the process by which the Job Corps Regional Offices submit trade change requests to the National Office.

Center Operators, Regional Directors, and Center Directors shall ensure this notice is distributed to all appropriate staff.

4. Effective Date. Immediately.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris, (202) 693-8000; or bradshaw-morris.tracy@dol.gov.