



June 16, 2020

DIRECTIVES: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 19-19

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL USDA FOREST SERVICE CENTER DIRECTORS
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL JOB CORPS CENTER STAFF
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH AND ADMISSIONS CONTRACTORS
 ALL CAREER TRANSITION SERVICES CONTRACTORS

FROM: DEBRA A. CARR DEBRA CARR Digitally signed by
 Acting National Director DEBRA CARR Date: 2020.06.16
 Office of Job Corps 13:38:46 -04'00'

SUBJECT: National Training and Support Contractor Distance Learning Student Participation Log

1. Purpose. To distribute a template to be used by National Training and Support Contractors (NTC) to log weekly student participation in skills training during distance learning.
2. Background. Centers have implemented distance learning programs since May 11, 2020 as outlined in Program Instruction Notice (PIN) 19-17, and NTCs have worked with centers on the development of distance learning plans. During distance learning, NTCs should be providing each student with three to four hours of skills training each training day, unless otherwise negotiated with the center operators. As centers are required to ensure student accountability during distance learning, Job Corps is providing the attached template to be used by NTCs to, on at least a weekly basis, log the amount of time students participated in skills training during distance learning for each center. NTCs must provide this to the center for review, after which the center will upload the completed log to each student’s E-folder.
3. Action. NTCs must use the attached template to log skills training completed by students for each center on at least a weekly basis and provide a completed log to the respective centers by Monday of the following week. Centers should review and accept the weekly submissions by the NTCs within three business days of receipt. If there are questions, centers should provide those in writing to the NTCs, and once received the NTCs have three business days to respond. Any unresolved issues should be raised with the Regional Director for resolution.

4. Effective Date. Effective immediately until rescinded or superseded.
5. Inquiries. Questions about this Instruction Notice should be addressed to the respective Regional Directors

Attachment: NTC Distance Learning Student Participation Log