



August 17, 2022

DIRECTIVES: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-04

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: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Required Training for Job Corps Outreach Admission (OA) Staff and Managers

1. **Purpose.** To provide all admissions staff and managers with an overview to the admissions and enrollment processes.
2. **Background.** The Office of Job Corps will present available resources designed to ensure that all Job Corps applicants and prospects are treated equitably throughout their onboarding experience. The following training topics will include:
 - a. Overview of Job Corps and its positive impact
 - b. Introduction to Job Corps Policy and Requirements Handbook and Workforce Innovation Opportunity Act
 - c. Job Corps and Equity
 - d. Understanding the Job Corps Admissions Process
 - e. Introduction to Outreach & Admissions Student Input System (OASIS)
 - f. Understanding the Outreach Process and Resources Available to Staff
 - g. Understanding the Admissions Process and Resources Available to Staff
3. **Action.** All OA staff and managers must participate in one of the following training webinars based on the region they are located in. Registration links are included below.

Region	Date	Registration Link
Region 1 Boston	Tuesday, Aug. 23, 2022 10:00 a.m. ET	Register Here
	Thursday, Sept. 8, 2022 2:00 p.m. ET	Register Here
Region 2 Philadelphia	Tuesday, Aug. 30, 2022 10:00 a.m. ET	Register Here
	Wednesday, Sept. 7, 2022 2:00 p.m. ET	Register Here
Region 3 Atlanta	Wednesday, Aug. 24, 2022 9:00 a.m. ET	Register Here
	Thursday, Sept. 1, 2022 2:00 p.m. ET	Register Here
Region 4 Dallas	Monday, Aug. 22, 2022 9:00 a.m. CT	Register Here
	Tuesday, Aug. 30, 2022 2:00 p.m. CT	Register Here
Region 5 Chicago	Monday, Aug. 29, 2022 9:00 a.m. CT	Register Here
	Tuesday, Sept. 6, 2022 2:00 p.m. CT	Register Here
Region 6 San Francisco	Thursday, Aug. 25, 2022 11:00 a.m. PT	Register Here
	Wednesday, Aug. 31, 2022 12:00 p.m. PT	Register Here

4. Effective Date. Immediately until rescinded or superseded.
5. Inquiries. Questions can be submitted to Andrea Kyle at Kyle.Andrea@dol.gov.