



September 12, 2022

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 22-06</b>
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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

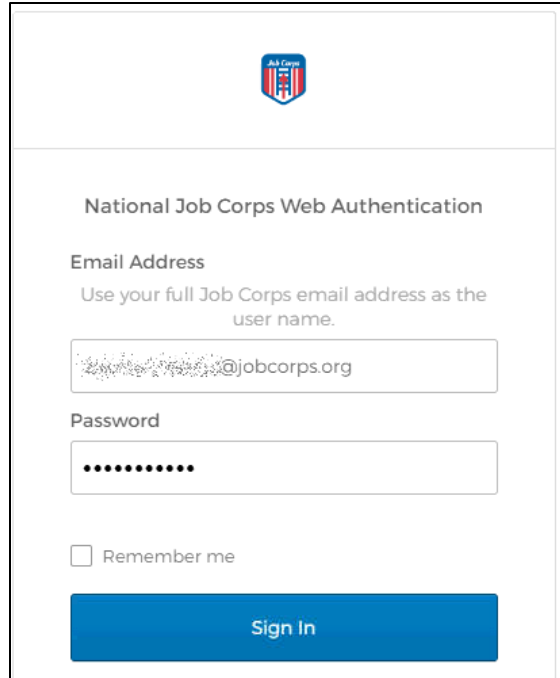
**FROM:** RACHEL TORRES  
National Director  
Office of Job Corps


**SUBJECT:** Nondiscrimination and Equal Opportunity Training Reminder

1. Purpose. To remind the Job Corps community to complete the Nondiscrimination and Equal Opportunity (EO) training located on the Job Corps Learning Network (JCLN).
2. Background. Job Corps staff should be knowledgeable of nondiscrimination and EO provisions of the Workforce Innovation and Opportunity Act as they relate to the operation of the Job Corps program. The Office of Job Corps and the Department of Labor's Civil Rights Center entered into a signed agreement to ensure the requisite training was created and made available to the Job Corps community annually.

The training is housed on the JCLN and must be completed by **September 30, 2022**. This training will be used to meet the Job Corps' EO training requirement identified in the Policy and Requirements Handbook Exhibit 5-4, Required Staff Training for Center, Outreach and Admissions, and Career Transition staff.

3. Action.
  - a. All contract staff must complete the online EO training by **September 30, 2022**.
  - b. Open a browser inside Citrix (not from a local desktop), and go to <http://lms.jobcorps.org>
  - c. You will be redirected to the Job Corps Sign In page to authenticate with your Citrix credentials. Enter your Job Corps Citrix email address (e.g., [lastname.firstname@jobcorps.org](mailto:lastname.firstname@jobcorps.org)) and your Citrix password.





**National Job Corps Web Authentication**

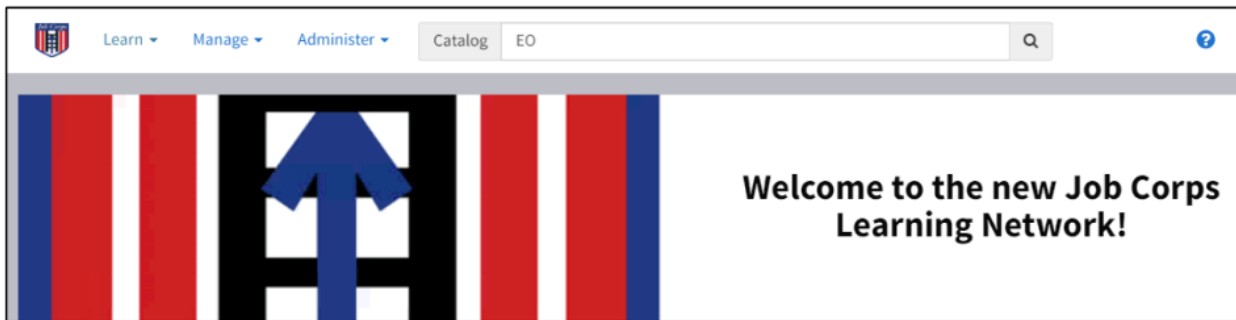
**Email Address**  
Use your full Job Corps email address as the user name.

**Password**

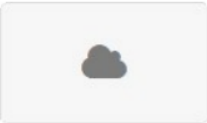
Remember me

[Sign In](#)

- d. At the home screen, enter “EO” in the Search bar at the top of the screen and press **Enter** (see image below).



- e. Click the course name to launch the course.



**Job Corps Equal Opportunity (EO) Training FY 2022**

Online In JC - National Office

This training clarifies for Job Corps and other entities the application of the nondiscrimination and equal opportunity provisions o ...

English (United States)

- f. Click **Enroll** to begin.



**Job Corps Equal Opportunity (EO) Training FY 2022**  
Online

Enroll to get started  
**Enroll**

Overview

**Description**

This training clarifies for Job Corps and other entities the application of the nondiscrimination and equal opportunity provisions of WIOA and provides uniform procedures for implementing them.

- g. If a center has staff members who do not maintain access to CITRIX, contact the Job Corps Data Center Helpdesk at [Helpdesk-JCDC-TAC@jobcorps.org](mailto:Helpdesk-JCDC-TAC@jobcorps.org) to request a download link for the offline version of the training.
  - h. A copy of the Job Corps Nondiscrimination and Equal Opportunity Training certificate should be filed in the staff members' personnel folders. Addressees are to ensure this Instruction Notice is distributed to all appropriate staff.
4. Expiration Date. September 30, 2022.
  5. Inquiries. Inquiries should be directed to Cassandra Thomas at [Thomas.Cassandra@dol.gov](mailto:Thomas.Cassandra@dol.gov).