



DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 22-14
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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

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Annual Center Academic Programs Review and Planning Report, Form
ETA- 9192

1. Purpose. To request that centers complete Form ETA-9192, Annual Center Academic Programs Review and Planning Report, to provide information on current and future plans for their academic programs, factors impacting these programs, and other related opportunities.
2. Background. Beginning with this 2023 data collection, the National Office of Job Corps (NOJC) will annually collect information from centers, via Form ETA- 9192, on their academic landscape, including challenges to academic credential attainments, academic instructional needs, requirements and challenges around TABE testing, and future planning needs around attainment of secondary credentials. The data collection will provide important information on center academic programs that may also be used in developing model-based goals for each center's academic attainment measures within the Outcome Measurement System (OMS).

Form ETA-9192 collects various data points related to centers' academic programs and academic/training opportunities for students, including:

- High School Equivalency (HSE) testing options currently available (i.e., the General Educational Development (GED[®]) test, and the High School Equivalency Test (HiSET[™]));
- HSE tests and testing sites available to each center, and requirements students at each center must meet to test;
- Local and online High School Diploma (HSD) programs available to students at each center;
- Factors that impact HSE testing and HSD opportunities at each center;

- Additional factors that may impact centers' HSE testing and HSE attainments;
- Barriers to students' literacy and numeracy gains;
- Student driver's license (DL) attainment;
- Registered apprenticeship program (RAP) opportunities;
- Impacts of distance learning on various aspects of student training and academic instruction; and
- Resumption of on-center operations.

No individual student-level data is collected. All data is either aggregated or at the center-level. It is important that the information you provide is accurate and received promptly (see Action below for the deadline).

3. Online Data Collection Form ETA- 9192.

- The National Office's support contractor will administer the 2023 Center Academic Programs Review and Planning Report using an online data collection instrument. Although various center individuals may contribute to collecting and completing the requested information, **only one set of responses is required and will be accepted by the system for each center.**
- The primary respondent selected should have a comprehensive understanding of the current and future plans for the center's academic programs related to attaining learning gains, completing an academic credential, and the factors that impact HSE testing and HSD opportunities for your center's students. This person could be the Center Director or a designee (e.g., Academic Manager, Education/Training Director, Career Development Manager, etc.).
- To complete the online form, go to the Job Corps Citrix Portal (<https://citrix.jobcorps.org> (inside network) or <https://access.jobcorps.org> (outside network)) using your Internet browser and enter your Citrix login information (not the center login information indicated in the attached list). Once you have logged into Citrix, click on the icon for the 2023 Center Academic Programs Review and Planning Report in the Applications window on the Citrix Job Corps Portal, and proceed until prompted to enter center-specific login information to access the form.
- A list of center-specific login information (sorted by center) is attached to this Program Instruction Notice (Attachment A). Review the attached list to find your center's name and then identify the username (i.e., a six-digit ID code) assigned to your center for the data collection form. When prompted to enter your center's login information, enter the six-digit code assigned to your center in the username field, and enter **jcis55** in the password field. Once you have successfully accessed the data form online, please confirm that your center's name appears on the screen and proceed with completing the data form. Detailed instructions for accessing and completing the form online are attached to this Program Instruction Notice (Attachment B).

- e. A copy of the data collection form is also attached (Attachment C) for reference purposes to assist you in collecting and completing the requested data and information.
 - f. Please complete this online data form using information from the most current full calendar year (i.e., CY 2022) and future plans for the upcoming program year (i.e., PY 2023).
- 4. Action. Each Center Director or designee is to complete and submit the responses on the online data collection form no later than **April 26, 2023**.
 - 5. Expiration Date. Until superseded.
 - 6. Inquiries. General inquiries regarding the data collection should be directed to Shao Zhang of the National Office of Job Corps at zhang.shao@dol.gov. Requests for more specific technical assistance on the data form items should be submitted through the Help option available throughout the online data form.

Attachments

- A – Center-specific Login Information for Online Data Collection Form ETA-9192
- B – Instructions for Accessing and Completing Form ETA-9192 Center Academic Programs Review and Planning Report Online
- C – Copy of 2023 Center Academic Programs Review and Planning Report, Form ETA9192