



DIRECTIVE: JOB CORPS INSTRUCTION NOTICE NO. 23-02

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

Digitally signed by Rachel
Torres
Date: 2023.09.21
09:51:06 -04'00'

Rachel Torres

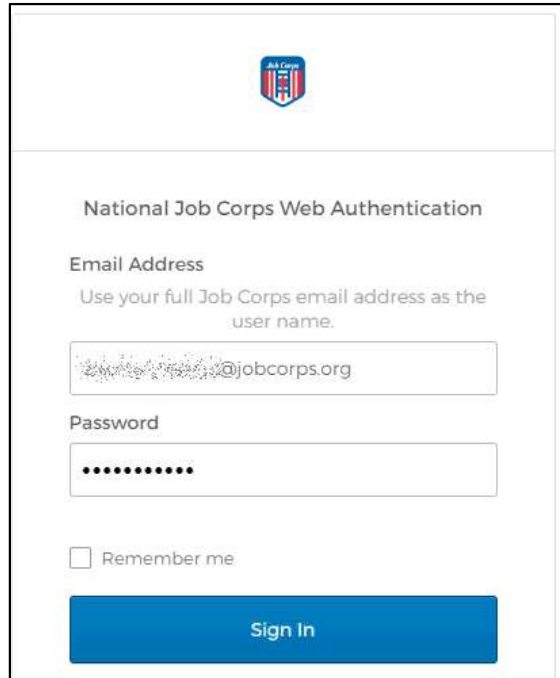
SUBJECT: Nondiscrimination and Equal Opportunity Training Reminder

1. Purpose. To direct the Job Corps community to complete the Nondiscrimination and Equal Opportunity (EO) training located on the Job Corps Learning Network (JCLN) by October 13, 2023.
2. Background. Job Corps staff should be knowledgeable of nondiscrimination and EO provisions of the Workforce Innovation and Opportunity Act (WIOA) as they relate to the Job Corps program operation. The Office of Job Corps and the Department of Labor's Civil Rights Center (CRC) entered into a signed agreement to ensure the requisite training is created and made available to the Job Corps community annually.

The training is housed on the JCLN and must be completed by **October 13, 2023**. This training will be used to meet 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.

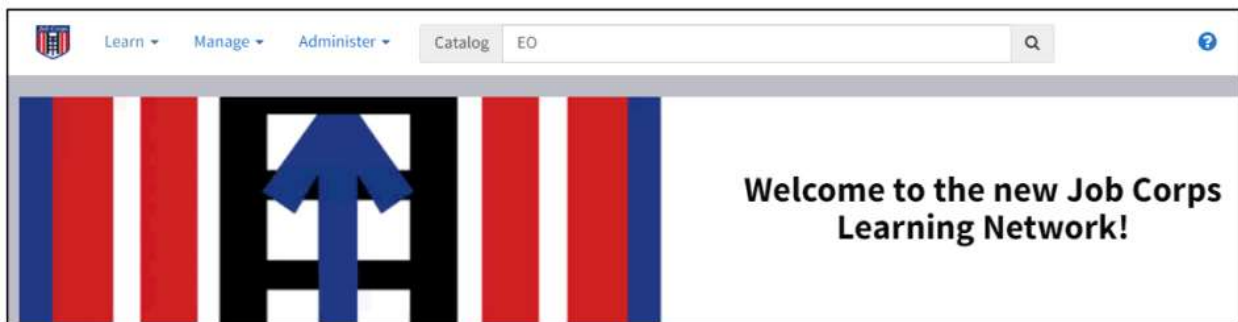
3. Action.
 - a. All contract and USDA Forest Service center staff must complete the online non-discrimination and EO training by **October 13, 2023**.
 - b. Open a browser inside Citrix (not from a local desktop), and go to <https://lms.jobcorps.org>

- 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) and your Citrix password.



The screenshot shows the 'National Job Corps Web Authentication' sign-in page. At the top center is the Job Corps logo. Below it, the title 'National Job Corps Web Authentication' is displayed. The 'Email Address' section includes a sub-instruction: 'Use your full Job Corps email address as the user name.' Below this is a text input field containing a partially obscured email address ending in '@jobcorps.org'. The 'Password' section has a text input field with ten black dots representing the password. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a large blue button labeled '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).

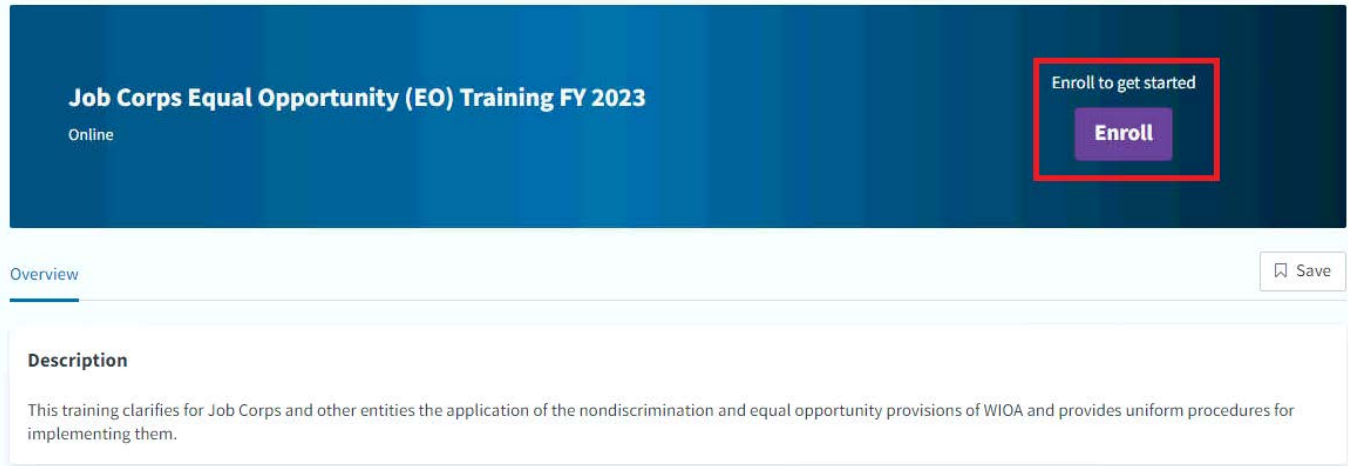


- e. Click the course name to launch the course.



The screenshot shows a course card for 'Job Corps Equal Opportunity (EO) Training FY 2023'. On the left is a placeholder image of a cloud. To the right of the image, the course title is displayed in blue. Below the title, it says 'Online In JC - National Office'. A short description follows: 'This training clarifies for Job Corps and other entities the application of the nondiscrimination and equal opportunity provisions o ...'. At the bottom of the card, it indicates the language: 'English (United States)'.

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



Job Corps Equal Opportunity (EO) Training FY 2023
Online

Enroll to get started
Enroll

Overview Save

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 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. October 13, 2023.
5. Inquiries. Inquiries should be directed to Cassandra Thomas of the Office of Job Corps at Thomas.Cassandra@dol.gov.