



improve student outcomes, reflect the demands of industry, and meet the interests of the student population. Following an assessment of CTT offerings, OJC determines the new or expanded training opportunities in the fastest-growing job sectors, including those critical to economic expansion and national security in alignment with Administration priorities.

OJC is prioritizing CTT Change Requests in PY23 that result in the creation or expansion of programs and occupations in the following industries:

- Healthcare
- Information Technology (IT)
- Infrastructure-Related Sectors (Construction, Transportation, Telecommunications, Automotive and Machine Repair, and Advanced Manufacturing)
- Renewable Resources and Energy

Within the industry priorities listed above, OJC identified existing, highly rated programs that align with strong national demand, provide clear pathways to higher-wage careers, and are not currently widely available at Job Corps. OJC strongly encourages centers to expand the following programs in the associated industry areas:

**Healthcare:**

- Licensed Practical/Vocational Nurse (LPN)
- Emergency Medical Technician
- Dental Assistant
- Patient Care Technician
- Clinical Medical Assistant
- Pharmacy Technician
- Certified Phlebotomy Technician
- Electrocardiogram Technician

**Construction:**

- Advanced Plumbing
- Heating, Ventilation, & Air Conditioning (HVAC)

**Renewable Resources and Energy:**

- Advanced and Basic Solar Photovoltaic (PV) Technician
- Advanced Solar PV and Thermal System Installer
- Renewable Resources and Energy OTPs
- Landscaping

**Information Technology:**

- IT Other Training Providers (OTPs) in Emerging IT Fields (e.g., Cybersecurity)
- Cisco Computer Networking
- Advanced Computer Systems Administration
- Computer Technician
- Amazon Web Services (AWS) Cloud Practitioner

**Transportation:**

- Heavy Truck Driving
- Seamanship
- Heavy Equipment Operations
- Inland River
- Advanced Transportation (Transport Maintenance, Long Shoreman, etc.)

**Automotive and Machine Repair:**

- Heavy Construction Equipment Mechanic
- Certified Technician/Mechanic Partnerships

**Advanced Manufacturing:**

- Advanced Welding
- Manufacturing Technology
- Advanced Manufacturing Production Technology

Job Corps center operators should note that while the above industries and programs reflect national trends, all CTT Change Requests must be based on demonstrated local demand, economic conditions, existing training offerings, employer partnership opportunities, regional trade offerings, and hiring needs that support sustained economic mobility for all Job Corps students.<sup>1</sup> To this end, centers are required to engage with local industry partners, training providers, and the workforce system to inform the center's overall strategy for program offerings, including CTT Trade Change Requests, that reflects community needs and offers the potential to match Job Corps graduates with local employers. Industry and workforce partners include, but are not limited to, state and local workforce development boards, American Job Centers, Registered Apprenticeship Program sponsors, career technical education/training providers, industry consortia, and chambers of commerce.

Please note that the OJC will review CTT Change Requests with consideration of comparative potential benefit to Job Corps students and available funding. Short-term center contracts, such as task orders funded through an Indefinite Delivery, Indefinite Quantity (IDIQ) contract, and center contracts within their first or last year of performance are discouraged from submitting CTT Change Requests, as this may result in disruption of center operations.

**3. Action:** Center operators must follow the guidance below:

- a. Submit CTT Trade Change Requests no later than February 29, 2024. Approval of CTT Trade Change Requests is at the National Office discretion and will be based on the following factors:
  - i. Total funding available for Trade Change Requests.
  - ii. Alignment with the industry priorities.
  - iii. Local workforce needs.
- b. Submit CTT Change Requests pursuant to Job Corps Policy and Requirements Handbook Chapter 3, Section 3.3, R1 Approved Programs which requires alignment of trade offerings with contracted Onboard Strength (OBS) to maintain a CTT to contracted OBS ratio between 85-95%. Centers out of compliance with this requirement must submit CTT Change Requests to become compliant with this CTT to OBS Ratio within 90 days, unless otherwise determined by the national office.
- c. Submit a data-driven request for new and/or expanded programs and reference Labor Market Information (LMI) and local economic trends in the CTT Change Request. Centers should consider CTT offerings that are strongly aligned to the Administration's Good Jobs Principles, which provide a framework for advancing the goal of good jobs, high-quality

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<sup>1</sup> Office of Job Corps. *Policy and Requirements Handbook, Chapter 3.1 R15*, available at [PRH Chapter 3 07.01.23.pdf \(prh.jobcorps.gov\)](https://prh.jobcorps.gov/07.01.23.pdf)

wages, strong worker protections and benefits, and free and fair choice to join a union for all workers.

- d. Review D-rated programs to determine need to initiate a CTT Change Request. This includes the following training programs:
    - *Office Administration programs.* Centers should consider the viability of replacing their Office Administration programs with any of the aforementioned priority programs or with a Finance and Business program offered through an accredited institution located within reasonable commuting distance of the center<sup>2</sup> that can help students gain better long-term outcomes in their chosen career pathway.
    - *Medical Administrative Assistant programs.* Centers should consider the viability of replacing their Medical Administrative Assistant programs with Clinical Medical Assistant programs or other aforementioned priority programs to help students gain better long-term outcomes in their chosen career pathway.
4. Complete the PY 23 CTT Trade Change Request Process no later than February 29, 2024.<sup>3</sup>

*Step 1. Initial Submission*

- Prior to submission, centers must engage with local industry partners, training providers, and the workforce system to inform the center's overall strategy for program offerings that reflect industry needs and offers the potential to match Job Corps graduates with employment opportunities in the local area and the areas in which students will seek employment.
- Center staff must submit a completed PY23 CTT Change Request Form, which can be found on the Job Corps community website.
- Center staff must submit completed CTT Change Request forms to CTTsubmissions@dol.gov. The center must copy their assigned Contracting Officer's Representative/Project Manager on the submission. ***NOTE: This email address has changed from CTTsubmissions@jobcorps.org to CTTsubmissions@dol.gov.***

*Step 2. Review*

- The Center Director and designated center staff must participate in the scheduled meeting with OJC's CTT Unit to discuss feedback regarding the submission.
- Center staff must update and make revisions to the CTT Change Request Form in alignment with the feedback from the review.

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<sup>2</sup> See also Other Training Provider (OTP) program at PRH 3.1, R13, available at Pages - (jobcorps.gov)

<sup>3</sup> Note that links to the Job Corps community website below, including for the PY23 CTT Trade Change Request Form, must be accessed via Citrix.

*If the CTT trade change request is for a National Training Contractor (NTC) program, then the National Office CTT Unit will work with the NTC and NTC COR to obtain cost estimates.*

*Step 3. Final Submission*

- The Center Director must approve and sign the revised CTT Change Request Form before final submission to OJC's CTT Unit at CTTsubmissions@dol.gov and their designated Contracting Officer's Representative (COR)/Project Manager (PM).

*Step 4. Approval*

- Centers will be notified of approval from the CTT Unit within 30 business days. Centers must acknowledge receipt of correspondence within two business days.

5. **Attachments.** Appendix I
6. **Effective Date.** Effective immediately until rescinded or superseded.
7. **Inquiries.** Questions about this PIN should be addressed to CTTsubmissions@dol.gov.

## **Appendix I: Updates to the CTT Trade Change Request Form and Supporting Artifacts**

The PY23 CTT Trade Change Request Form is found on the Job Corps Community Website's CTT Resources page. This form has been updated to include:

- Direct links to required Labor Market Information (LMI) and other information necessary to complete the form.
- Data pre-population and automated business rules that streamline form completion and reduce the risk of inaccurate data entry.
- A field to provide the center's contract end date.
- Added areas for more detailed comments and explanation of requests.
- New section on the "Program Changes" tab to provide details about training program locations to keep the Division of Facilities and Asset Management (DFAM) up to date on centers' facility needs.
- Detailed instructions to assist with filling out the form.

The Office of Job Corps **will not accept** previous versions of the CTT Change Request Form, including the CTT Change Request Form 3-02 (old Appendix 307), Abbreviated CTT Change Request/Program/TAR Code Request Form 3-02a (old Appendix 307a) paper forms, and previous versions of the electronic form. In addition, the current CTT Change Request Form will be updated periodically and may be accessed via the Job Corps community website at <http://jcweb.jobcorps.org/CareerTechnicalTraining/Pages/CTTResources.aspx>.

Please note that National Training Contracts (NTCs) programs submitted for CTT Change Requests **do not** need to have the "Pre-Apprenticeship" tab of the Change Request Form filled out, as NTC programs are already approved as pre-apprenticeship programs.

In addition to the updated form, the Job Corps community website has been updated with other materials to support accurate form completion in the CTT Resources tab, including the Master Profile, Master Program List, Credential List, and Equipment Lists. Updated versions of these documents will be posted throughout the year to support centers' ability to complete and submit Trade Change Requests accurately.