

FORM 3-04
U.S DEPARTMENT OF LABOR – JOB CORPS
DOCUMENTATION OF 60 HOURS OF INSTRUCTION

Student Name: _____

Student ID: _____

Content Area (Check One): Reading Mathematics

Name of Course(s) in which instruction took place¹: _____

Name of Instructor(s) that provided instruction: _____

Date Range in which instruction in content area instruction took place:

Start Date: _____ End Date: _____

Total Number of Hours of Instruction: _____

I hereby certify that the student named above has completed 60 hours of instruction in the content area indicated.

Verifying Academic Manager’s Information

_____ Print Name	
_____ Signature	_____ Date:

Processing Instructions

- **Academic Manager:** Provide form to the Test Administrator
- **Test Administrator:**
 - Attach this form to the signed CIS test ticket.
 - Forward ticket and attached form to the Records Department
- **Records Department:** Scan this form and CIS test ticket as a single PDF document into the TABE section under Training in E-Folder, with the hard copy of both maintained in a student’s personal record folder.

¹ If academic instruction is delivered by a CTT instructor, the center may not claim both a CTT hour and an academic hour for the same hour of instruction.