

## FORM 3-01

### CAREER TECHNICAL TRAINING CHANGE REQUEST GUIDELINES

The Career Technical Training (CTT) Change Request process supports Job Corps efforts to provide training that meets industry workforce needs. Key components of the change process include:

- **Alignment of Job Corps Training with In-Demand Industry Sectors or Occupations:** Job Corps, in cooperation with the external business and education community, aligns its CTT programs with the requirements of in-demand industry sectors or occupations across the country (e.g., industry-based certifications, state licensure, and the Registered Apprenticeship system).
- **Clustering/Concentration of Training Offerings:** Where applicable, Job Corps clusters occupations related to particular in-demand industry sectors. Rather than each center offering training programs in multiple, generally unrelated occupations, centers offer “clusters” of training programs that focus on career pathways within a specific industry or across industries.
- **Increased Focus on Long-Term Student Outcomes:** Program performance includes an emphasis on long-term student outcomes. It is critical that Job Corps’ CTT programs prepare students not only for entry-level employment, but also for a career path that provides opportunities for continued advancement and learning, including postsecondary education.

#### **Roles and Responsibilities**

##### Center/National Training Contractor (NTC) Management

- A. Center management staff will work closely with the Center Workforce Council members to regularly evaluate the performance of each CTT program and constantly monitor the local labor demand/supply in geographic areas where most students return for employment.

When performance and/or labor market factors justify the need to make changes in a center-operated CTT program, the Center Director will initiate a CTT Change Request Form (Form 3-02) and submit it to the Regional Director for review and initial approval. The Regional Director will forward requests that merit further consideration to the National Office of Job Corps (NOJC) for final approval.

When performance and/or labor market factors justify the need to make changes to an NTC CTT program, the Regional Director, Center Director/Operator, and NTC Administrator will collaborate to develop a CTT Change Request and submit it to the National Office of Job Corps (NOJC) for review and approval.

A CTT Change Request needs to be initiated for any change to an existing CTT program that may include, but is not limited to, one or more of the following:

- Closure of an existing program , including Other Training Provider (OTP), Advanced Training (AT), or Advanced Career Training (ACT)
- Establishment of a new program, including proposed Other Training Provider (OTP), Advanced Training (AT), or Advanced Career Training (ACT)
- Conversion of Center-Based Training to Other Training Provider or Center-Based Training to NTC Training
- Conversion of Other Training Provider to Center-Based Training or NTC Training to Center-Based Training
- Increase in Contracted Slots for Career Technical Training program
- Decrease in Contracted Training Slots for Career Technical Training program
- Re-allocation of CTT contract slots not resulting from closure of an existing program or establishment of a new program

All completed request forms and supporting documentation should be submitted to the National Office of Job Corps, to the attention of the Division of Educational Services, Career Technical Training & Certification and Apprenticeships Team Leader.

#### Operators/Agencies

- A. Operators and agency offices that oversee the operation of Job Corps centers will work closely with the centers and NTCs to finalize recommendations on any proposed CTT program changes. They will also assist the centers and NTCs with filing the CTT Change Request and providing adequate and valid justifications and supporting data. The National Office of Job Corps (NOJC) staff in charge of safety will review and approve all safety-related aspects of the request, if applicable, before the centers or NTCs submit the final version to the Regional Director for review and sign-off. The Regional Director will forward the request and all supporting documentation to the National Office of Job Corps, to the attention of the Division of Educational Services, Career Technical Training & Certification and Apprenticeships Team Leader, for final approval.

#### DOL Regional Offices (RO)

- A. Regional Directors will be involved, from the beginning, in the development of recommendations for center or NTC CTT program changes and should be knowledgeable about the rationale for the request.
- B. Within 30 days of receipt of a CTT Change Request, the Regional Director will review the request and reach a decision after thorough examination of all the justifications and supporting documentation.

- C. After the Regional Director reviews and approves the center and/or NTC CTT Change Request, a copy of the package will be forwarded to the National Office of Job Corps (Attention: Division of Program Educational Services, Career Technical Training & Certification and Apprenticeships Team Leader) for review and final approval.
- D. The National Office of Job Corps (NOJC) has 30 days from receipt of completed CTT Change Request Forms and supplemental documentation to render a response or to notify the Regional Office (RO) of its decision. The Regional Office (RO) will, in turn, inform the center operator of the National Office's decision. When NTC programs are affected, NTC officials will also be notified, concurrent with notification to the Regional Office (RO).

Following approval by the Regional Director and the National Office of Job Corps (NOJC), changes to center-operated career technical training programs must be written into contract requirements. In the case of federally operated centers, the federal operator and the Regional Director must mutually review and approve proposed changes prior to forwarding documents to the National Office of Job Corps (NOJC) for review and final approval.

- E. The Regional Director will communicate the National Office decision to the requesting center.

#### National Office of Job Corps (NOJC)

- A. For center CTT Change Requests approved and forwarded by the Regional Director, the National Office of Job Corps (NOJC) will work with the regional team to designate the precise TAR name, Occupational Information Network (O\*NET)-Standard Occupational Classification (SOC) code, and training slots, and will coordinate with the Job Corps Data Center (JCDC) to incorporate these into the CIS and CTTRC. The National Office of Job Corps (NOJC) will notify the Regional Director and the requesting centers upon completion of such actions.
- B. For NTC CTT Change Requests, the National Office NTC COR will review each request thoroughly and consult the National Office Team Leader before rendering a recommendation. Disapprovals will be communicated directly by the National Office to the NTC, with a copy to the Regional Director.
- C. If the NTC proposal is approved, the National Office will work in collaboration with NTC representatives and Regional Offices (ROs) to update the center's data and notify JCDC of approved TAR name, O\*NET-SOC codes, and slots.
- D. National Office of Job Corps (NOJC) staff will maintain an active database of all CTT Change Requests.

#### Job Corps Data Center

- A. All changes to O\*NET-SOC titles, codes, and training slots are processed and approved by the National Office of Job Corps (NOJC). Approval of CTT Change Requests will be communicated to JCDC to incorporate all approved changes in O\*NET-SOC titles, codes,

and training slots into CIS and CTTRC. JCDC will inform the National Office of the completion of each request so that the National Office can inform the Regional Office (RO) and requesting center when changes become effective.