

FORM 3-02
CAREER TECHNICAL TRAINING (CTT) CHANGE REQUEST FORM

This form is designed for review and approval by both the Regional and National Offices of Job Corps of Career Technical Training (CTT) program change requests. Regional Offices (ROs), however, may add sections that are of particular importance to their regional goals, priorities, or plans.

I. CONTACT INFORMATION

Job Corps Center:		Operator:	
DOL Region:		NTC:	
Contact Person:		Title:	
Phone:		Fax:	
E-mail:			

II. NATURE OF CAREER TECHNICAL TRAINING CHANGE REQUEST

Please select all the changes that apply to your specific request.

Changes in Career Technical Training Programs	<input type="checkbox"/> Addition of Career Technical Training program, including Other Training Provider (OTP), Advanced Training (AT), or Advanced Career Training (ACT) Name of program(s):
	<input type="checkbox"/> Deletion of Career Technical Training program, including Other Training Provider (OTP), Advanced Training (AT), or Advanced Career Training (ACT) Name of program(s):
	<input type="checkbox"/> Conversion of Center-Based Training to Other Training Provider or Center-Based Training to NTC Training Name of program(s):
	<input type="checkbox"/> Conversion of Other Training Provider to Center-Based Training or NTC Training to Center-Based Training Name of program(s):
Changes in Career Technical Training Slots	<input type="checkbox"/> Increase in Contracted Slots for Career Technical Training program
	<input type="checkbox"/> Decrease in Contracted Training Slots for Career Technical Training program
	<input type="checkbox"/> Reallocation of Contracted Training Slots

Provide the program title and brief description of how the program will be implemented.
Please attach DRAFT TAR with this proposal for review if a new training program that is unique to an individual center is being proposed.

Will proposed change(s) impact CTST funding? If yes, attach revised CTST Plan.

III. SPECIFIC DESCRIPTION OF THE CHANGE REQUEST

Provide a clear description of the Career Technical Training (CTT) Change Request:

IV. JUSTIFICATION FOR CHANGE REQUEST

Please provide information on the center's OBS	Contracted OBS	Current OBS	% Utilization

For each affected career technical training (CTT) program, submit adequate justifications that address the following elements, where applicable:

1. For **the deletion of a career technical training program or decrease of contracted training slots**, describe the specific reasons in one or more of the following areas:
 - a. History of unsatisfactory performance in accordance with the Career Technical Training Rating and Improvement System (CTTRIS), including all CTTRC indicators.

- b. Significant changes in local or regional labor demands (where most Job Corps graduates return to seek employment) that have major negative impact on the placement of Job Corps graduates in the specific industry. Centers must (1) submit a copy of the local

Workforce Development Board (WDB) Plan and (2) explain how the requested change supports the WDB Plan.

- c. Other reasons (such as contract modification initiated by Regional Office (RO), changes in training facilities, etc.).

- d. Projected impact on capacity utilization/On-Board-Strength.

2. For **the addition of a career technical training program or increase of training slots**, describe the specific reasons in one or more of the following areas:

- a. Projected positive impact of the addition or expansion of the career technical training program or cluster, in one or more of the following areas:
 - (1) Capacity utilization/OBS
 - (2) All applicable CTTRC indicators
 - (3) Registered Apprenticeships, work-based learning, internship, and placement opportunities with local employers
 - (4) Opportunities for Job Corps graduates to achieve industry-recognized certifications
 - (5) Prospect to attract and enroll more female students into non-traditional occupations (provide an annual goal)
 - (6) Suitability to Job Corps students' academic profile, age, interest, and aptitude

- b. Significant changes in local or regional labor demands (where most Job Corps graduates return to seek employment) which have major positive impact on the placement of Job Corps graduates in the specific industry. Centers must (1) submit a copy of the local Workforce Development Board (WDB) Plan, and (2) explain how the requested change supports the WDB Plan.

- c. Other reasons (such as contract modification initiated by Regional Office (RO), changes in training facilities, etc.).

- d. Letters in support of the above change request, from key local employers, trade organizations, and Center Workforce Council or Regional Workforce Council members who are experts in the specific industry or on Labor Market Information.

- e. How does the requested change support the region's career pathways strategy? Please identify how this request will advance standards-based training.

V. JUSTIFICATIONS FOR RESOURCES NEEDED TO IMPLEMENT THE CHANGE(S) REQUESTED

1. Instructor

- a. For each career technical training program that will be replaced or deleted, describe the manner in which the number of instructional staff will be reduced. Include the estimated cost savings due to change(s) in personnel.

- b. For each career technical training program that will be added or expanded, describe the manner in which additional instructional staff will be recruited, trained, and retained. Include the number of instructors required and the specific industry and/or teaching certifications required for such instructional staff to possess before or after hiring. If no instructor with the required certification is immediately available, describe how the center and/or NTC will recruit an uncertified instructor and assist him/her to obtain certification within a specific time frame.

2. Program Certification or Accreditation by Industries, if applicable

- a. Identify the available and applicable industry-based program certification(s) that the new or expanded career technical training program will achieve. Describe your major steps and time frame to achieve such industry-based program certification, if applicable.

3. Curriculum

- a. Identify the existing National Office-developed Training Achievement Record (TAR) that will be used for the new or expanded career technical training program. If an NTC program, please identify applicable NTC TAR(s).

- b. Attach TAR(s) developed by entities other than the National Office. Identify the skill standards and certification requirements with which the TAR(s) is aligned. Identify employers or industry representatives (name, job title, organizational affiliation) that have contributed to the development and/or reviewed the attached TAR(s).

4. Facility Availability

- a. Describe the classroom or shop space that is currently available, in terms of square footage, structure, and condition (including existing fixtures and equipment). For **the addition of a career technical training program or increase of training slots**, does the existing classroom or shop space meet the minimum required training space?

- b. Describe any facility changes that will need to be made, through CTST and/or regular rehabilitation funds, to accommodate the career technical training change proposed, including cost estimates, safety requirements, and time frame for completion. Will these facility changes meet guidelines on space utilization (please refer to the center's latest Facility Survey)?

5. Employer-Based Support System

- a. Describe work-based learning and/or internship agreements that are established or will be established with local employers to maximize students' opportunities for work experience and job placement. List each site, point of contact, phone number, negotiated slots, and schedule/frequency of assignments. A minimum of three sites is required.

- b. Describe any other employer-based support systems, such as mentoring, job shadowing, scholarships, or contracted projects (e.g., students in Manufacturing program fabricate parts on center for a company as a form of hands-on practice) that you have established or will establish to enhance students' exposure to the work world and their chances for employment.

6. Other Resources

VI. LABOR MARKET INFORMATION/EMPLOYMENT OUTLOOK

Instructions: The initiator of the CTT Change Request should complete this section in close collaboration with the Career Transition Services (CTS) providers for each career technical training program or specialty training area to be added, expanded, reduced, or deleted. Labor Market Information (LMI) and employment commitments should be obtained primarily in locations where students will be returning for employment after completion of Job Corps training. If the Change Request involves more than one geographic area where most students return for employment, provide the LMI/Employment Outlook for each location by duplicating the following tables.

LMI Employment Outlook

Local Labor Market Information/Placement Outlook	
Geographic Areas Covered:	
Entry-Level Training Requirements:	
Certification Requirements, if Applicable:	
Entry-Level Wages:	
Demand for Entry-Level Workers:	
Availability of Full-time Employment in Next 5 to 10 Years:	
Employment Commitment from Local Employers:	

VII. CURRENT CENTER CAREER TECHNICAL TRAINING PROGRAMS

Current Career Technical Training Programs Offered	Current Training Provider*	Number of Instructors	Current Number of Training Slots	Number of Contracted Training Slots
Current Total Approved CTT Slots				

* If a training program is offered by the center, write "center." If it is offered by an NTC, write the specific name of the NTC, such as HBI, NPIJATF, etc. If it is an Advanced Career Training (ACT) or Other Training Provider (OTP) program, write "ACT" or "OTP."

Explain any discrepancies between the number of current training slots and the contracted number of training slots:

VIII. CAREER TECHNICAL TRAINING CHANGE SUMMARY FORM

Center Name: _____ DOL Region: _____ Date: _____

Proposed Programs					Center Costs		
Provider ¹	On/Off Center	Offering	# of Instructors	Slots	One-time	Annual Ongoing	Annual NTC Cost
Totals					\$	\$	\$
Deleted Programs					Center Costs		
Provider ¹	On/Off Center	Offering	# of Instructors	Slots	One-time	Annual Ongoing	Annual NTC Cost
Totals					\$	\$	\$

¹ Identify providers. Choices are: Center, NTC, ACT, or OTP.

IX. CAREER TECHNICAL TRAINING CHANGE – COST SHEET

- A. Provider: Center _____ NTC _____ Other (Specify) _____
- B. Career Technical Training Program: _____ CTST: Yes No
- C. Number of Instructors: _____
- D. Training Slots (2 Training Slots Per Full-Time Student): _____
- E. Start Date: _____ / _____ / _____
- F. Center Contract Cost:
 - 1. One-time Phase-in Costs (Equipment, Furniture, etc., by Center) \$ _____
 - Other (Specify: _____) \$ _____
 - Indirect Costs (Rate: _____ %) \$ _____

2. Ongoing Center Operating Savings (Annualized)	\$ _____
Salaries, Wages, Benefits	\$ _____
Materials Replacements	\$ _____
Other Direct Costs (Attach List w/Prices)	\$ _____
Indirect Costs (Rate: _____ %)	\$ _____
Annual CTST Cost Reduction (SEs @ \$1,500)	\$ _____

G. NTC Costs and Savings (To Be Completed by NTC):

1. One-time Phase-in Costs (Uniform, Curricula, Tool Kits, etc.)	\$ _____
Other (Specify: _____)	\$ _____
Indirect Costs (Rate: _____ %)	\$ _____
2. Ongoing Center Operating Savings (Annualized)	\$ _____
Salaries, Wages, Benefits	\$ _____
Materials Replacements	\$ _____
Other Direct Costs (Attach List w/Prices)	\$ _____
Indirect Costs (Rate: _____ %)	\$ _____

Comments:

REVIEW AND APPROVAL

I. REGIONAL OFFICE

(Applicable to Changes in Career Technical Training Programs and/or Specialty Training Areas Proposed by Either Centers or NTCs)

- 1. For all career technical training changes proposed by the center, does the Regional Office (RO) concur with the specific justifications quoted by the center or NTC? If No, please explain.

- 2. Are the proposed changes consistent with other regional goals or priorities? Explain.

- 3. For programs or specialty training areas that will be expanded or added, provide estimated one-time and annual/ongoing costs. Also, explain the source(s) and manner of funding.

One-Time Cost: \$ _____ Funding Source: _____

Annual/Ongoing: \$ _____ Funding Source: _____

Funding through PY: _____

Will funds be re-directed to/from an

NTC?* _____

* If yes, the National Office NTC COR will complete NTC data.

- a. What is the budget variance from the most recent 2110? Can the center support the change without additional monies?

b. Will region use the regional equipment reserves to fund one-time start-up costs?

4. Regional Director Review and Decision

Approve: _____ Disapprove: _____

Regional Director

Date

II. NATIONAL OFFICE OF JOB CORPS (NOJC)

(Applicable to Changes in Career Technical Training programs and/or Specialty Training Areas by Either Centers or NTCs)

1. For all the changes proposed, do the National Office of Job Corps (NOJC) and the Regional Director concur with the specific justifications quoted by the center or NTC (if applicable)? If no, please explain.

2. Are the proposed changes consistent with other national goals or priorities? Explain.

3. For the career technical training programs or specialty training areas that will be reduced or deleted, provide the estimated one-time and annual/ongoing savings.

One-time: \$ _____ Annual/Ongoing: \$ _____

- 4. For the career technical training programs or specialty training areas that will be expanded or added, provide the estimated one-time and annual/ongoing costs. Explain the source(s) and manner of funding.

One-time Cost: \$ _____ Annual/Ongoing Cost: \$ _____

Funding through PY: _____

Career Technical Training Funds Appropriated from National Office: \$ _____

Funding through NTC Contract Modifications: \$ _____

Further Explanation:

- 5. Recommendation by National NTC COR (For NTC Changes Only)

Recommended for Approval: _____ **Recommended for Disapproval:** _____

National COR Date

- 6. Final decision by National Office of Job Corps (NOJC)

Approve: _____ **Disapprove:** _____

Division of Educational Services/ CTT Team Leader Date