

**FORM 3-07**  
**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 place<sup>1</sup>: \_\_\_\_\_

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.

<sup>1</sup> 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.