JOB CORPS
BUILDING AMERICA'S SKILLED WORKFORCE

NJCA Professional Development Series

Intro to Training Management and CTT

House Notes

- This training is being recorded – a copy of the training and associated materials will be sent to all *REGISTERED* attendees and posted online.

- The slide deck and associated materials will also be available to download via the NJCA Back-to-Basics website: www.njcaweb.org/btb.

- Please hold questions until the end of the training.

- If you would like a certificate confirming your participation in the training, please contact Stacy Green (sgreen@njcaweb.org).

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Disclaimers

The contents of this training do not constitute legal advice with respect to compliance with contract terms. Additionally, this training is being facilitated by the National Job Corps Association and has *no affiliation with the U.S. Department of Labor*.

Please coordinate with your direct manager/supervisor, campus leadership, AND/OR corporate leadership prior to implementing the recommendations or best practices from this training.

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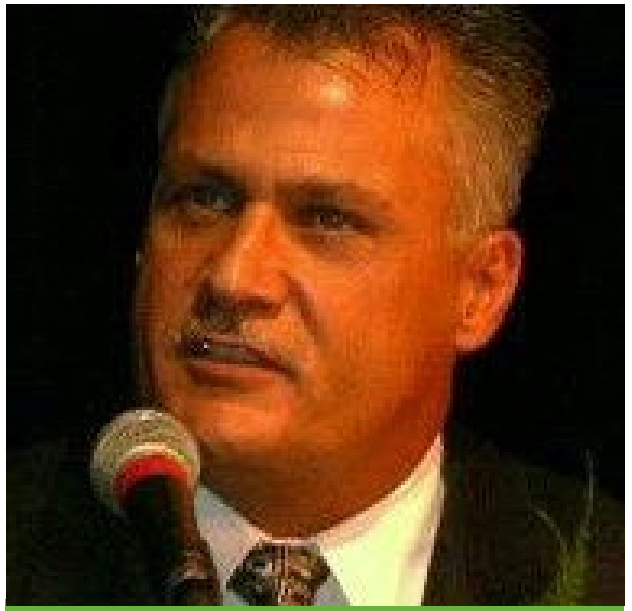
Presenter



Peter Calvo

VP, Business Development & Compliance

Education & Training Resources

JOB CORPS
BUILDING AMERICA'S SKILLED WORKFORCE

Introduction to Training Management & CTT

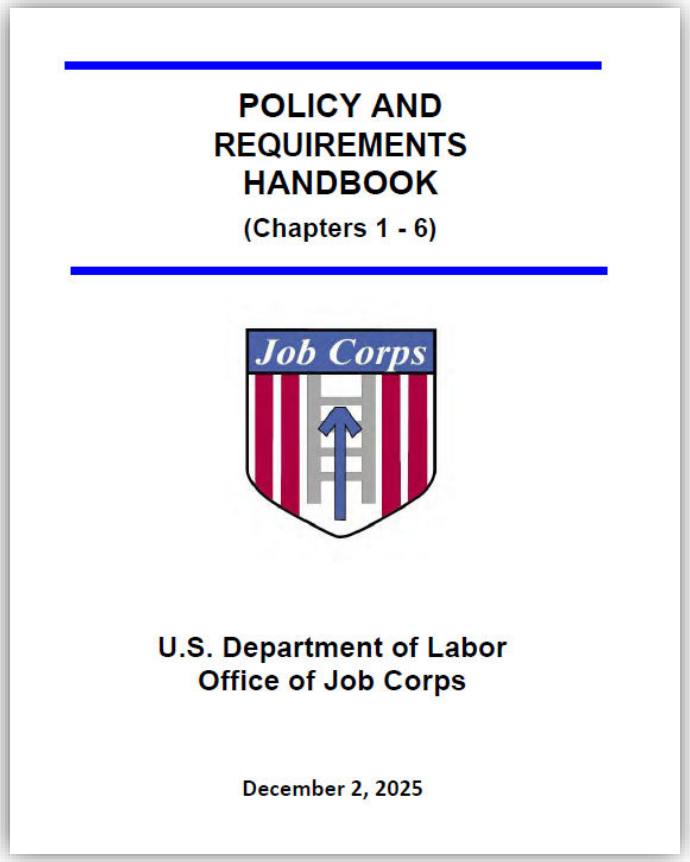
Peter Calvo

Vice President, Business Development & Compliance

Learning Objectives

- PRH 3.1 – Training Management
- PRH 3.3 – Career Technical Training
- PRH Appendix 501d – CTT OMS
- Job Corps Resource Library (JCRL) – Output reports
- Center Information System (CIS) – Training

https://prh.jobcorps.gov/



Pre-Test (True or False)

1. CTT Completion and Primary IRC Goals on the DCS Report Card are deliberately the same as the CTT Report Card.

- **False** – The CTT Completion Rate on the CTT Report Card is Higher at 75% vs. 65% on the DCS

2. The DCS national goal for graduate average wage align with the CTT Completer Average Hourly Wage rate on the CTT Report Card

- **False** – Placement, wage, and Q2/Q4 are not on the DCS Report Card

3. Tool Kits are provided to all CTT Completers

- **False** – Job Corps provides tool kits to students who graduate from a contract or USDA Forest Service-operated center's CTT program and earn a job-training match upon initial placement.

4. To complete OTP, students must receive a full professional or completion certificate equal to or exceeding the rigor of certifications outlined by corresponding national, on-center training programs, prior to separation from Job Corps.

- **True** – PRH 3.1R12e

5. Instructors, managers, safety officers, and/or WBL Coordinators should conduct and document visually survey the work site for potential hazards

- **True** – Please schedule to attend the WBL Training – While at the site, ensure training is taking place

PRH 3.1 Training Management (Summary)

R1. Managing the Learning Environment

- Centers must ensure that learning environments facilitate and support each student's career development

CLASS OBSERVATION

R3. Equipment/Clothing

- Centers must maintain equipment in all learning environments in good repair **and** ensure that students are provided with industry-standard clothing and safety equipment

HEALTH EQUIPMENT LIST

R4. Personal Tools

- Centers must ensure that all CTT tools are accounted for and secured after each class and at the end of the training day.
- Provide tool kits to students who graduate from a CTT program, and earn a job-training match upon initial placement

TOOL CONTROL COP

R5. Student Certification and Licensing

- Centers must provide testing, certification, and licensing at no cost to students and ensure training provided will enable students to obtain a license or certification in the state where he or she will seek employment.

JTM TOOL KITS

PRH 3.3 Career Technical Training

R1. Approved Programs

R2. Required Instruction

R3. Assignment to a Career Technical Training Program

R4. Employer Involvement

R5. Job Shadowing

R6. Work-Based Learning Program

R7. Work-Based Learning Employer Partnerships

R8. Work-Based Learning Agreements

R9. On-Center Work-Based Learning

R10. Career Technical Skills Training (CTST) Projects

R11. Monitoring of Work-Based Learning Sites

R12. Monitoring of Training at Work-Based Learning Sites

R13. Relationships with National Training Contractors

PRH 3.3 R1 – Approved Programs

SAMPLE CENTER

Region	Center	On Board Strength OBS	Industry Area	Training Program Area/TPA Code	Training Program	Career Technical Skills Training	Occupation Code	Training Provider	Total CTT Slots	Career Technical Training CTT/OBS Slot Ratio	CTST Slots	Advanced Training = AT/Basic = B/College = C	ETAR Code
1BOS	Iroquois		Construction	BRICK	Bricklayer, Pre-Apprentice	Yes	NB	IMI (03)	40		40	B	BRICK-101-IMI-18
1BOS	Iroquois		Construction	CARPT	Carpentry, Pre-Apprentice	Yes	ZA	UBCJA (04)	40		40	B	CARPT-100-UBC-18
1BOS	Iroquois		Construction	ELECT	Electrical, Pre-Apprentice	Yes	NR	HBI (06)	24		24	B	ELECT-100-HBI-23
1BOS	Iroquois		Construction	PAINT	Painting, Pre-Apprentice	Yes	NE	IUPAT (08)	20		20	B	PAINT-101-IUP-18
1BOS	Iroquois		Health Care	CMEDA	Clinical Medical Assistant	No	AZ	Center (01)	30			B	CMEDA-100-OJC-23
1BOS	Iroquois		Health Care	PHLEB	Certified Phlebotomy Technician	No	PH	Center (01)	0			B	PHLEB-100-OJC-23
1BOS	Iroquois		Health Care	CEKGT	Certified Electrocardiogram (EKG) Technician	No	EK	Center (01)	0			B	CEKGT-100-OJC-23
1BOS	Iroquois		Health Care	NURSE	Certified Nurse Assistant	No	NA	Center (01)	30			B	NURSE-100-OJC-15
1BOS	Iroquois	225							184	81.8%	124		

CTT MASTER PROFILE

Job Corps Master Profile – Job Corps Community Website

CTT to OBS ratio must be maintained between 85 percent and 95 percent

PRH 3.3 R2 – Required Instruction

Centers must:

a. Provide instruction in the competencies listed on official Job Corps Electronic Training Achievement Records (e-TAR) of the career technical training programs approved for the center.

c. Provide instruction related to safety in all career technical training programs.

d. Credit students with acquisition of skills only after they have demonstrated competency in the skills at the level indicated on the approved e-TARs.

e. Develop work-based learning opportunities that are related to the career technical training program

Oneonta Job Corps Center
TRAINING ACHIEVEMENT RECORD CONTENT REPORT

TAR Name	TAR Code	Industry	Prerequisite
Cement Masonry Pre-Apprentice	CMENT-100-NPI-19	Construction	NONE

Occ Code	Occ Name	TPA Code	TPA Name	Level	Type	Version	Completer	Non-completer
CB	Cement Masonry	CMENT	Cement Masonry	100	NPIJATF (OPCMIA)	19	87311JA	87311JT

Training Achievement Record Items		Points
A. INDUSTRY ORIENTATION		
1. Explore the concrete industry:		
a. Define terms used in the concrete industry.	✓	1
b. Identify how concrete is used in the building and construction industry.	✓	1
c. Explore five websites related to the concrete industry.	✓	1
2. Identify the following concrete applications:		
a. Flatwork	✓	1
b. Curb and Gutter	✓	1
c. Stamped concrete		1
d. Stained concrete		1
e. Heavy and Highway		1
f. Insulated Concrete Forms	✓	1
g. Pervious Concrete	✓	1
h. Concrete Polishing	✓	1
i. Concrete Overlays		1
j. Formwork		1
3. Profile organizations related to the concrete industry:		

E-TAR Rating Matrix

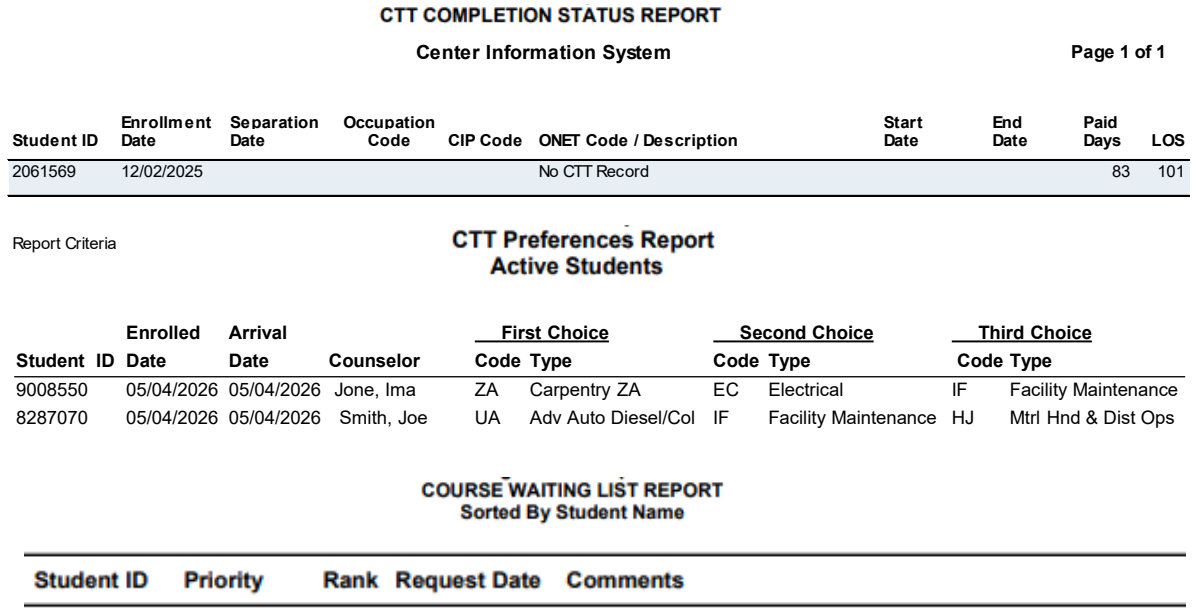
In Job Corps Career Technical Training (CTT) programs, instructors use a 3level performance rating matrix on the Training Achievement Record (E-TAR) to determine whether a student has attained a skill.

Rating	Meaning	Credit for Skill Attainment?
1 – Exposed / Not Proficient	Student has been introduced to the task but cannot yet perform it to industry standards.	**No**
2 – Proficient	Student performs the task to industry standards with little or no supervision.	**Yes – this is the minimum level required for skill completion.**
3 – Proficient and Able to Teach Others	Student consistently performs the task accurately without supervision and has sufficient mastery to teach it to others.	**Yes**

Assignment to a CTT Program

Centers must:

- Schedule students to their first choice of career technical training program, if feasible, when they are determined to be ready for the Career Development Period (CDP), but no later than 60 days following center enrollment.
- **Maintain a log** of all students not assigned to career technical training programs within 60 days of enrollment, within the career technical training waitlist section of CIS.
  - **Course Waiting List**



CTT COMPLETION STATUS REPORT

Center Information System

Page 1 of 1

Student ID	Enrollment Date	Separation Date	Occupation Code	CIP Code	ONET Code / Description	Start Date	End Date	Paid Days	LOS
2061569	12/02/2025				No CTT Record			83	101

Report Criteria

CTT Preferences Report
Active Students

Student ID	Enrolled Date	Arrival Date	Counselor	First Choice Code	First Choice Type	Second Choice Code	Second Choice Type	Third Choice Code	Third Choice Type
9008550	05/04/2026	05/04/2026	Jone, Ima	ZA	Carpentry ZA	EC	Electrical	IF	Facility Maintenance
8287070	05/04/2026	05/04/2026	Smith, Joe	UA	Adv Auto Diesel/Col	IF	Facility Maintenance	HJ	Mtrl Hnd & Dist Ops

COURSE WAITING LIST REPORT
Sorted By Student Name

Student ID	Priority	Rank	Request Date	Comments

Use the Course Waiting List to justify when students are not enrolled in CTT within 60 days of enrollment

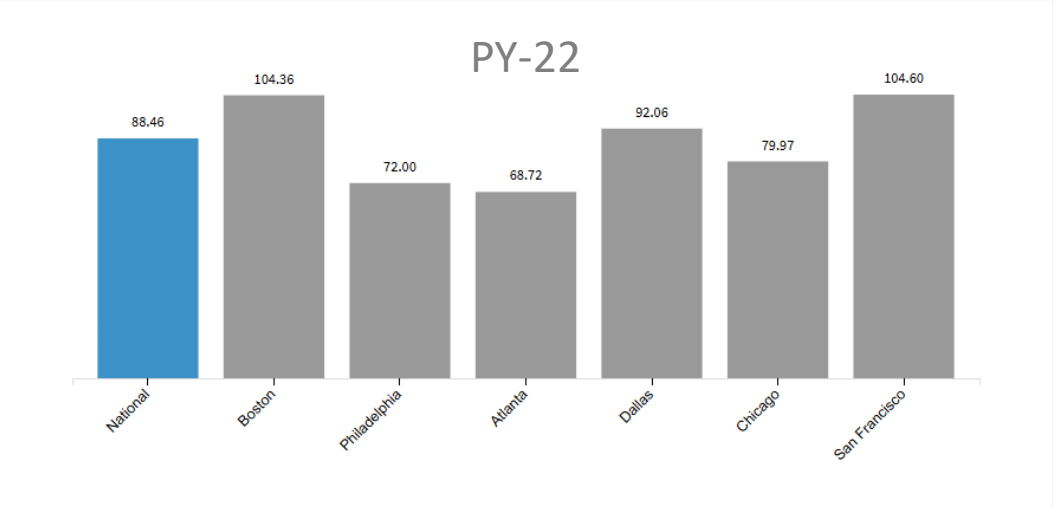
CTT Completion Status Report – CTT Preferences Report – Course Waiting List

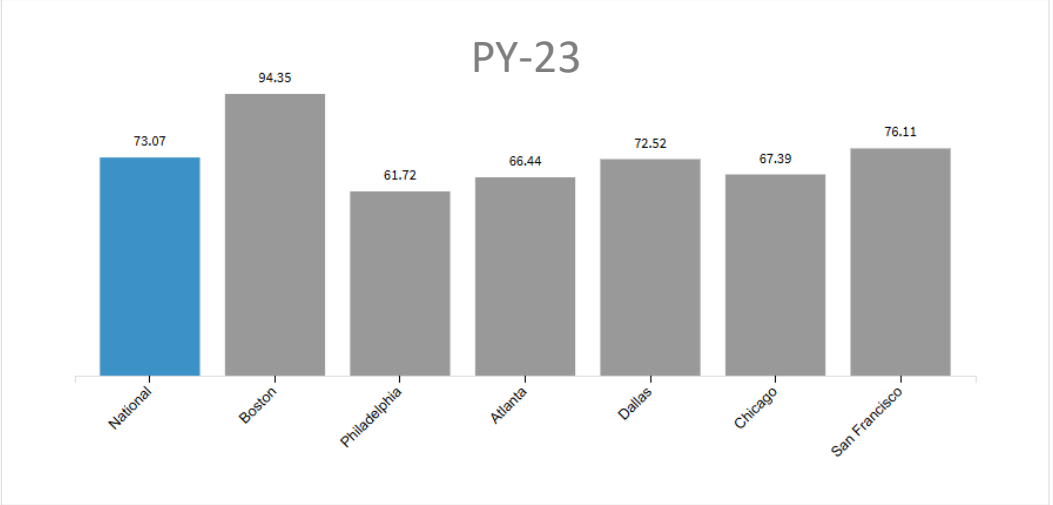
Timing – Enrollment to CTT Start

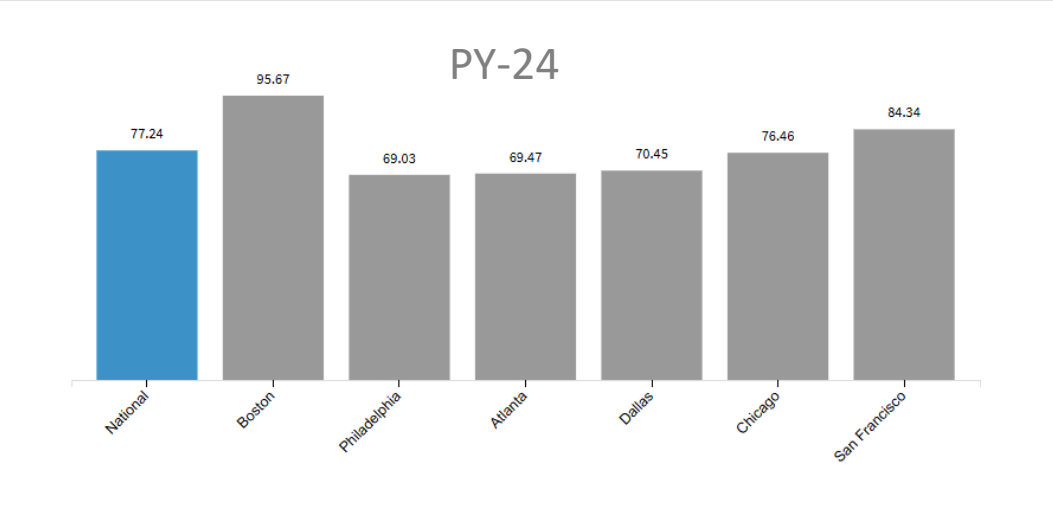
Average Number of Days

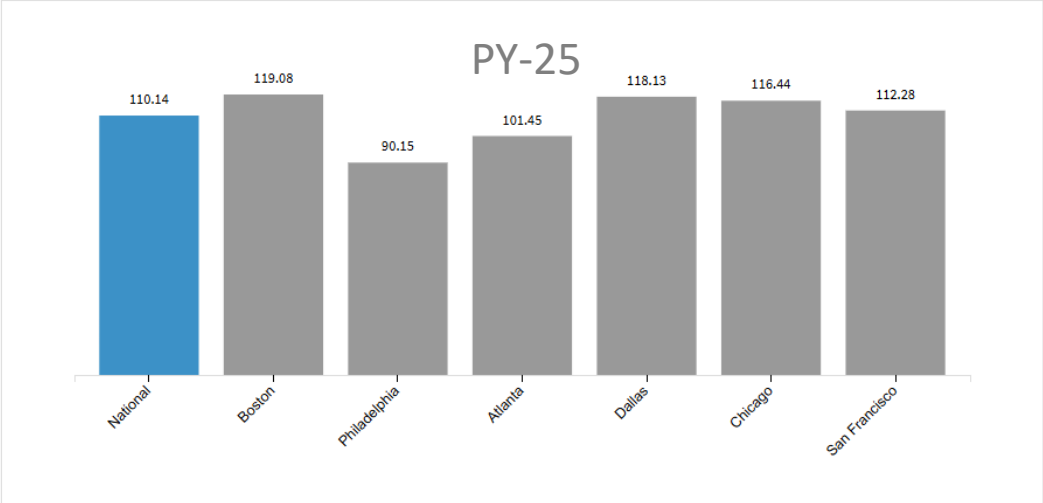
Average days between the enrollment date and the date a vocation was started.

What happened in PY-25?









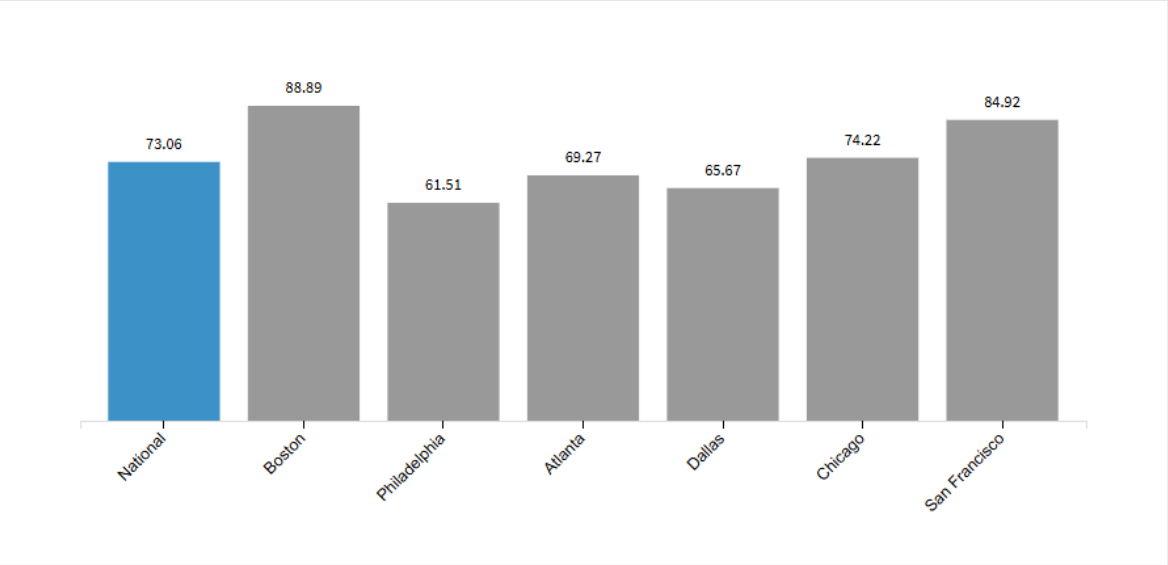
Timing – Enrollment to CTT Start

Average Number of Days

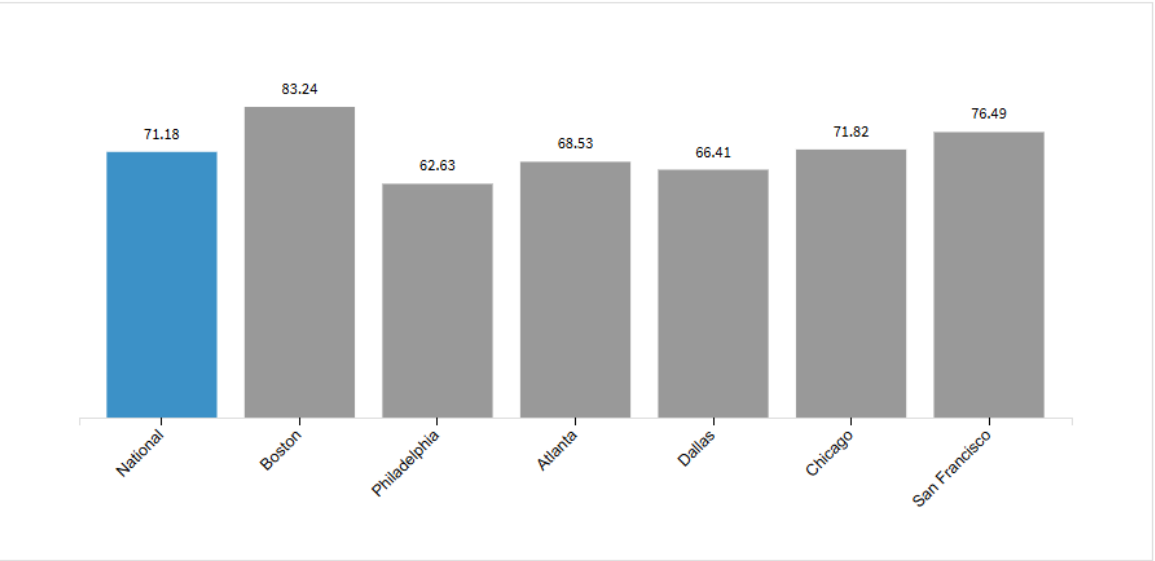
Average days between the enrollment date and the date a vocation was started.

Our 2 Best Years

PY-12



PY-13



Work to Get Student Enrolled in CTT Programs More Quickly

Get Students Engaged in Instruction to Promote Retention and Completion

PRH 3.3 Career Technical Training

R4. Employer Involvement

- Centers must utilize input from their Workforce Councils, and other sources such as employers and apprenticeship committees/councils, in determining the content of their training programs, and must **adjust and supplement center training programs to meet industry needs. (CTT Changes)**

R5. Job Shadowing

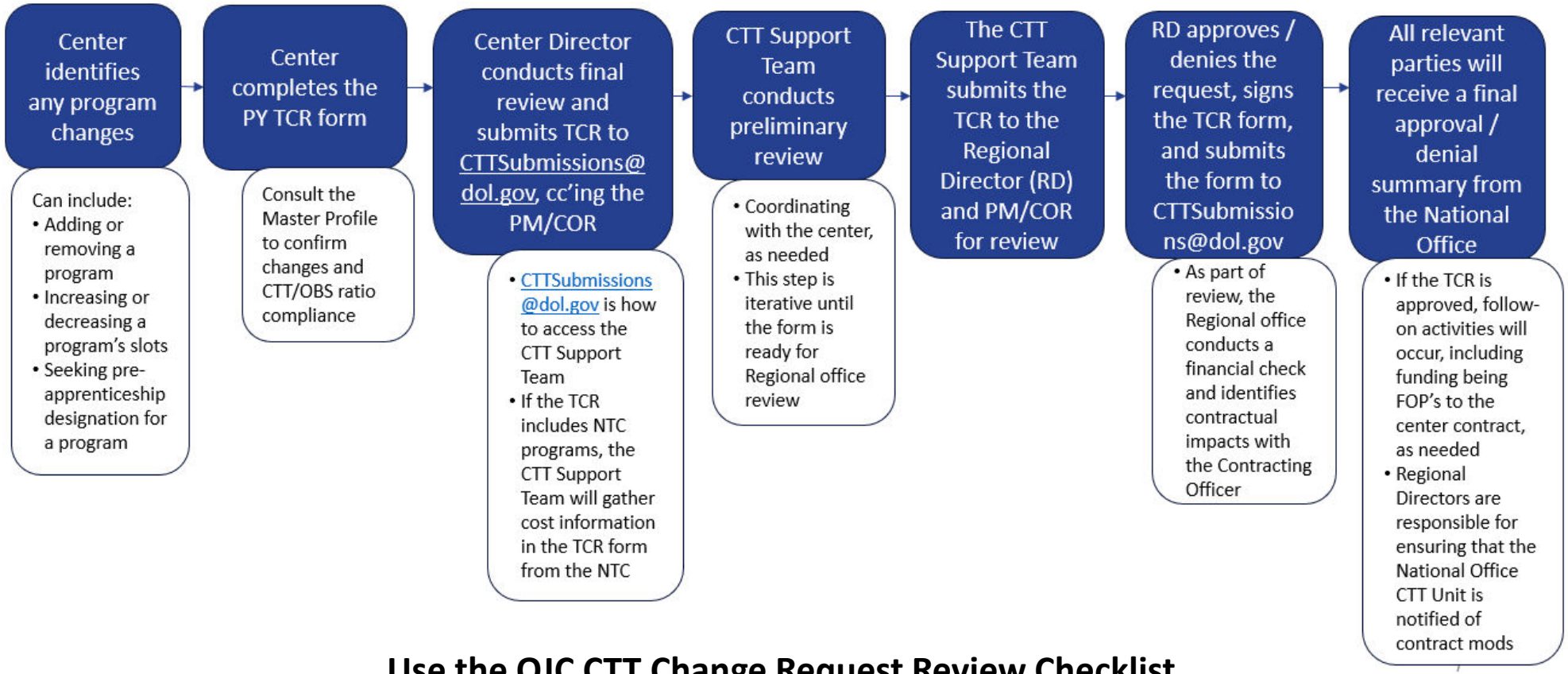
- Centers must develop job shadowing opportunities for students that reflect occupations matching current center offerings or provide students with experiences in new and emerging occupations.

Work with Employers to initiate Job Shadowing Opportunities and Credit students with WBL Hours

CTT – Trade Change Requests (TCR)

CTT CHANGE REQUEST

TCR Submission Process Overview



Use the OJC CTT Change Request Review Checklist

PRH 3.3 R6 – R9 – Work-Based Learning

- Centers must incorporate work-based learning (WBL) as a primary instructional approach into the delivery of applied and contextual training.
- Centers must complete the WBL agreement (Exhibit 3-1) with the employer when a student is assigned to a work site.

Ensure WBL Agreement, Student Specific Agreement, and Progress Reports are being uploaded to the E-Folder (Training-Other)

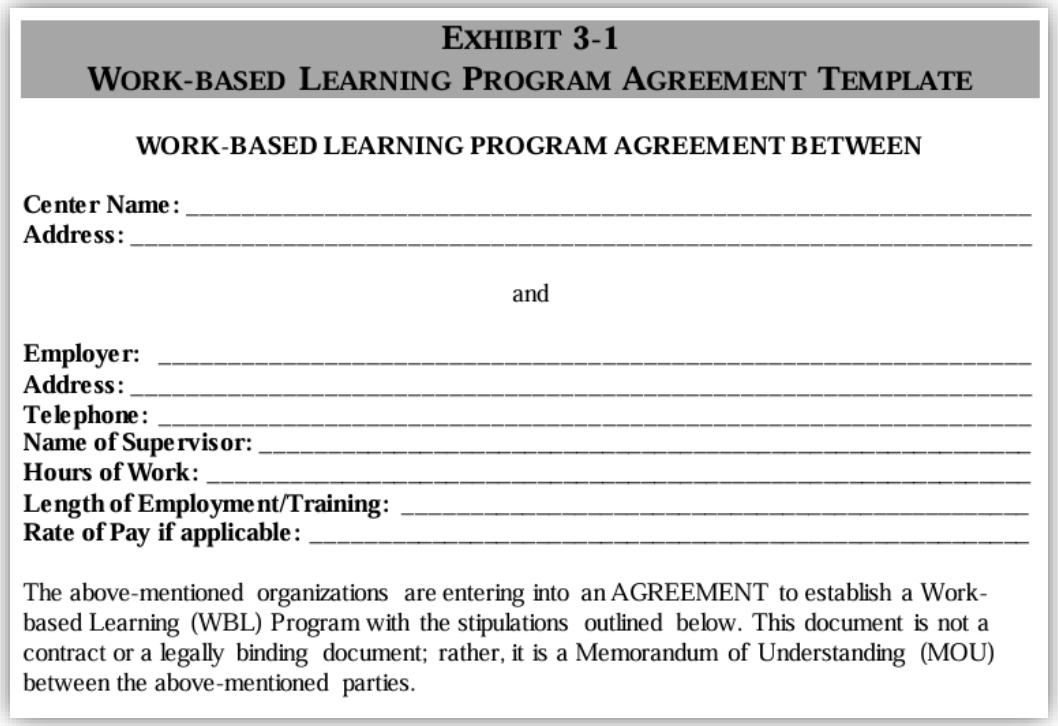


EXHIBIT 3-1
WORK-BASED LEARNING PROGRAM AGREEMENT TEMPLATE

WORK-BASED LEARNING PROGRAM AGREEMENT BETWEEN

Center Name: _____
Address: _____

and

Employer: _____
Address: _____
Telephone: _____
Name of Supervisor: _____
Hours of Work: _____
Length of Employment/Training: _____
Rate of Pay if applicable: _____

The above-mentioned organizations are entering into an AGREEMENT to establish a Work-based Learning (WBL) Program with the stipulations outlined below. This document is not a contract or a legally binding document; rather, it is a Memorandum of Understanding (MOU) between the above-mentioned parties.

Appendix 304
Acceptable Work-Based Learning Activities

PRH 3.3 R6 – R10 – CTST Projects

- Centers offering training in construction careers must provide training to students in the eligible career technical training areas through work on construction or manufacturing projects.
- Centers with career technical training programs that are eligible for CTST funding must submit an annual CTST plan to the Regional Office (RO) for approval.

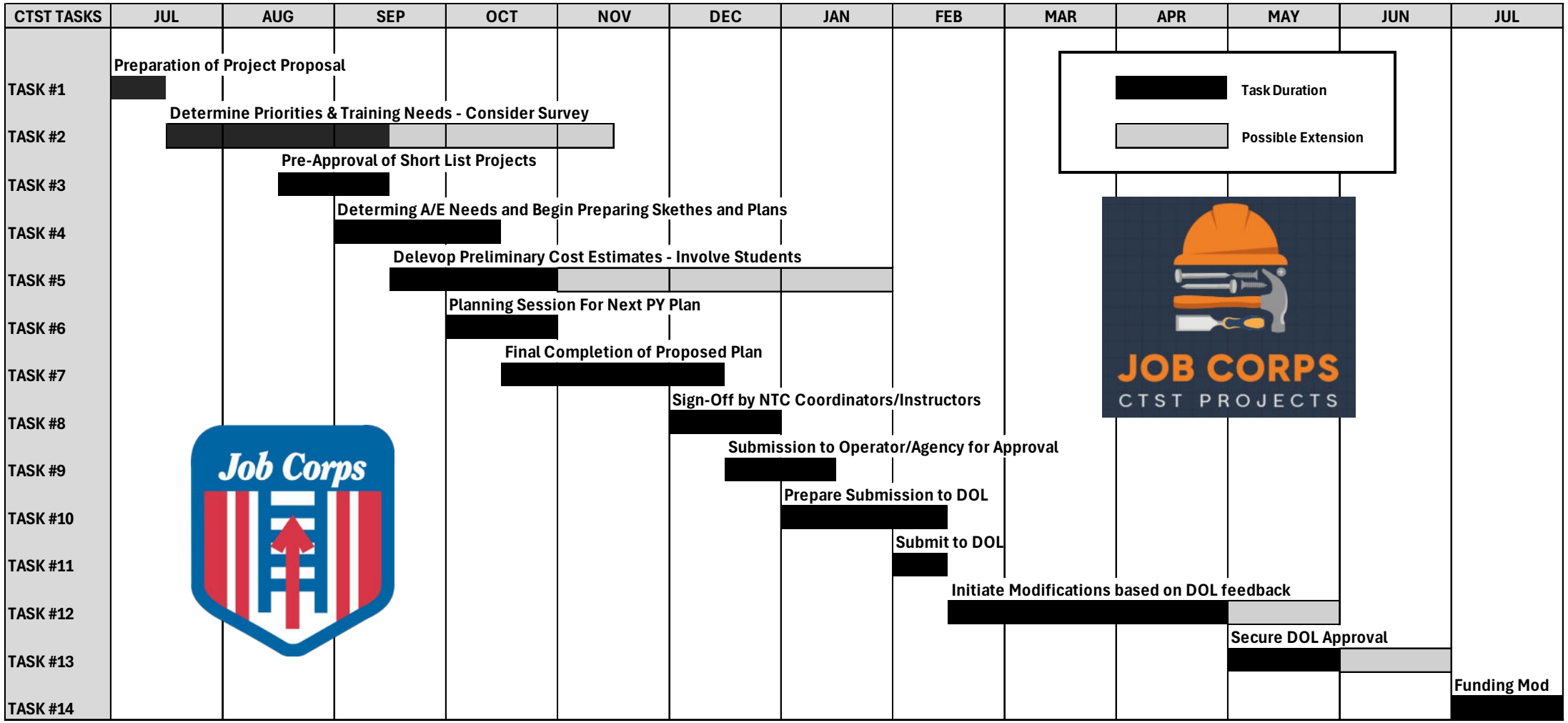
APPENDIX 508
CAREER TECHNICAL SKILLS TRAINING

Career Technical Skills Training (CTST) projects provide opportunities for students to learn and practice career technical skills and workplace competencies through projects that result in improved facilities, projects or finished products. Projects accomplished through the CTST program provide students with quality training in a wide range of skills required for employment in their chosen career fields.

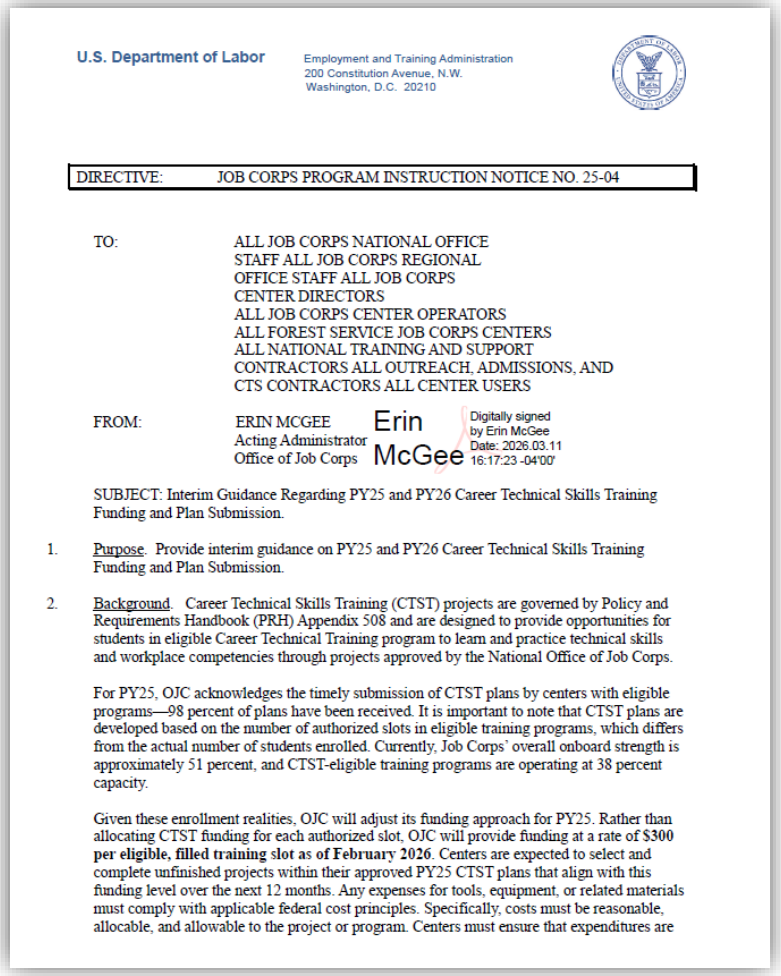
Appendix 508
Career Technical Skills Training (CTST)

CTST Timeline – Be Prepared

CTST CHART



PRH 3.3 R6 – R10 – CTST Projects PY26



U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 25-04

TO: ALL JOB CORPS NATIONAL OFFICE STAFF ALL JOB CORPS REGIONAL OFFICE STAFF ALL JOB CORPS CENTER DIRECTORS ALL JOB CORPS CENTER OPERATORS ALL FOREST SERVICE JOB CORPS CENTERS ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS ALL CENTER USERS

FROM: ERIN MCGEE
Acting Administrator
Office of Job Corps

Erin McGee
Digitally signed by Erin McGee
Date: 2026.03.11 16:17:23 -04'00'

SUBJECT: Interim Guidance Regarding PY25 and PY26 Career Technical Skills Training Funding and Plan Submission.

1. Purpose. Provide interim guidance on PY25 and PY26 Career Technical Skills Training Funding and Plan Submission.

2. Background. Career Technical Skills Training (CTST) projects are governed by Policy and Requirements Handbook (PRH) Appendix 508 and are designed to provide opportunities for students in eligible Career Technical Training program to learn and practice technical skills and workplace competencies through projects approved by the National Office of Job Corps.

For PY25, OJC acknowledges the timely submission of CTST plans by centers with eligible programs—98 percent of plans have been received. It is important to note that CTST plans are developed based on the number of authorized slots in eligible training programs, which differs from the actual number of students enrolled. Currently, Job Corps' overall onboard strength is approximately 51 percent, and CTST-eligible training programs are operating at 38 percent capacity.

Given these enrollment realities, OJC will adjust its funding approach for PY25. Rather than allocating CTST funding for each authorized slot, OJC will provide funding at a rate of **$300 per eligible, filled training slot as of February 2026**. Centers are expected to select and complete unfinished projects within their approved PY25 CTST plans that align with this funding level over the next 12 months. Any expenses for tools, equipment, or related materials must comply with applicable federal cost principles. Specifically, costs must be reasonable, allocable, and allowable to the project or program. Centers must ensure that expenditures are

- DOL is providing $300 per eligible, filled training slot as of February 2026
- Centers are expected to select and complete unfinished projects within their approved PY25 CTST plans that align with this funding level over the next 12 months.
- Unobligated CTST funds will not be de-obligated by March 31, 2026. OJC will reassess the status of PY25 CTST funding after July 1, 2026, and provide further guidance at that time.
- Prioritize the completion of PY25 approved CTST projects over the next 12 months.

Hold your PY26 Plan for PY27 submission

PRH 3.3 R6 – R11 & R12 – Monitoring WBL

R11. MONITORING OF WORK-BASED LEARNING SITES

- Centers are responsible for ensuring that students are placed in safe and healthful working conditions at work-based learning locations.
- **Visually survey** the work site for potential hazards
- Monitor active work sites on a regular basis.

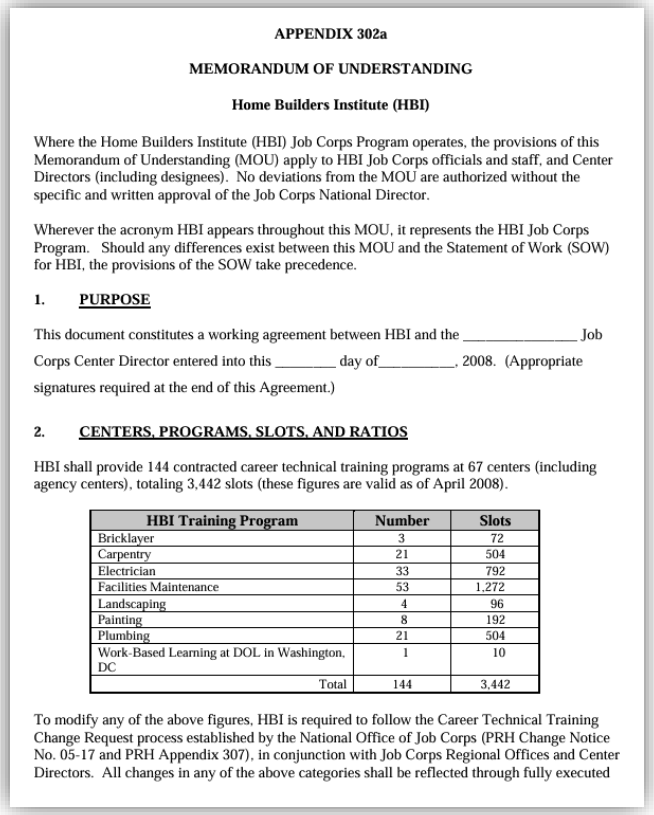
R12. MONITORING OF TRAINING AT WORK-BASED LEARNING SITES

- Centers must monitor all active WBL sites to ensure that students are receiving quality training
  - Observe and counsel students.
  - Ensure that the training needs of the students are being met.
  - Determine what on-center activities might be needed to support training at the work site.

Please attend the Upcoming WBL Training for Additional Information

PRH 3.3 R13 – Relationships with NTCs

- Relationships between center management and National Training Contractor (NTC) instructors must be governed by the Memorandum of Understanding (MOU) signed by each NTC and the involved center.
- A copy of the MOUs between the NTC and center contractors can be found on the Job Corps Community website (JC Web) through the CTT link.



APPENDIX 302a

MEMORANDUM OF UNDERSTANDING

Home Builders Institute (HBI)

Where the Home Builders Institute (HBI) Job Corps Program operates, the provisions of this Memorandum of Understanding (MOU) apply to HBI Job Corps officials and staff, and Center Directors (including designees). No deviations from the MOU are authorized without the specific and written approval of the Job Corps National Director.

Wherever the acronym HBI appears throughout this MOU, it represents the HBI Job Corps Program. Should any differences exist between this MOU and the Statement of Work (SOW) for HBI, the provisions of the SOW take precedence.

1. **PURPOSE**

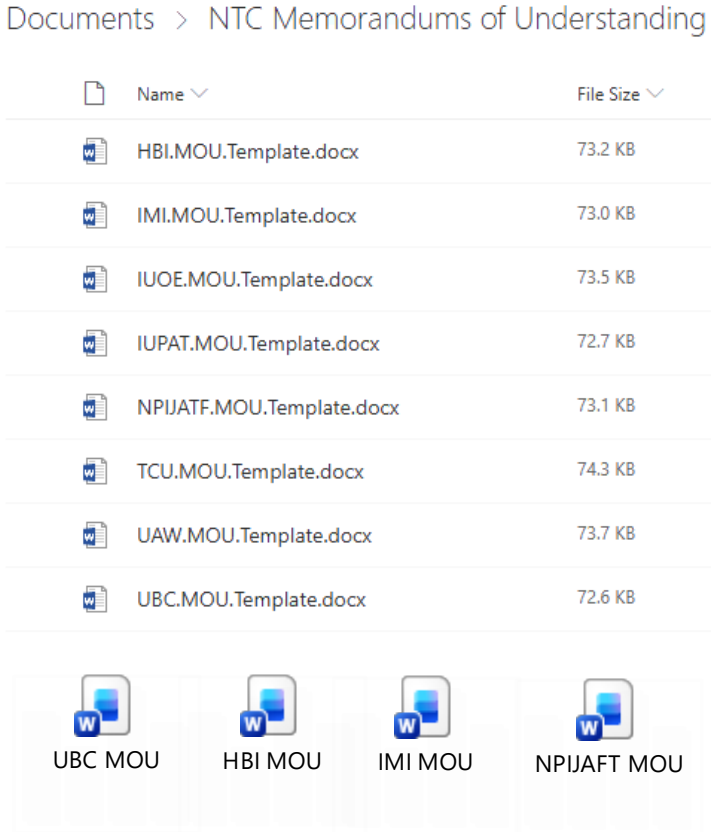
This document constitutes a working agreement between HBI and the _____ Job Corps Center Director entered into this _____ day of_____, 2008. (Appropriate signatures required at the end of this Agreement.)

2. **CENTERS, PROGRAMS, SLOTS, AND RATIOS**

HBI shall provide 144 contracted career technical training programs at 67 centers (including agency centers), totaling 3,442 slots (these figures are valid as of April 2008).

HBI Training Program	Number	Slots
Bricklayer	3	72
Carpentry	21	504
Electrician	33	792
Facilities Maintenance	53	1,272
Landscaping	4	96
Painting	8	192
Plumbing	21	504
Work-Based Learning at DOL in Washington, DC	1	10
Total	144	3,442

To modify any of the above figures, HBI is required to follow the Career Technical Training Change Request process established by the National Office of Job Corps (PRH Change Notice No. 05-17 and PRH Appendix 307), in conjunction with Job Corps Regional Offices and Center Directors. All changes in any of the above categories shall be reflected through fully executed



Documents > NTC Memorandums of Understanding

Name	File Size
HBI.MOU.Template.docx	73.2 KB
IMI.MOU.Template.docx	73.0 KB
IUOE.MOU.Template.docx	73.5 KB
IUPAT.MOU.Template.docx	72.7 KB
NPIJATF.MOU.Template.docx	73.1 KB
TCU.MOU.Template.docx	74.3 KB
UAW.MOU.Template.docx	73.7 KB
UBC.MOU.Template.docx	72.6 KB

UBC MOU HBI MOU IMI MOU NPIJAFT MOU

MOU's Outline Duties of NTCs including Placement Services

Impact of CTT One-Way Students

ENROLLMENT IMPACT

WITHDRAWAL IMPACT

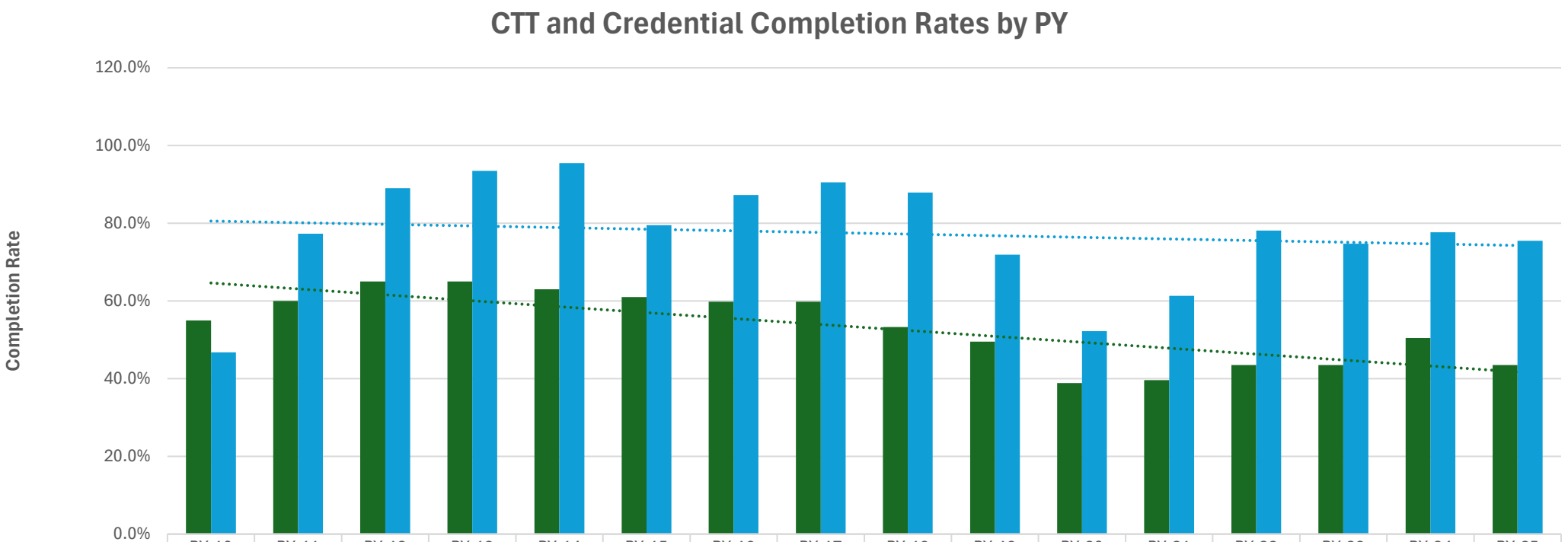
If a student exits CTT One Way prior to completion, their HSD/HSE status reverts to "Eligible but Not Enrolled"

- They are no longer exempt from TABE follow-up
- Are included in HSD/HSE pools and credits
- Are eligible for Combo allowance upon completion of HSD/HSE on center

- CTT One-Way students who complete their Local HSD Program prior to separation will be categorized as 'HSD Enrolled Elsewhere.'
  - Their diploma date will be entered in CIS and uploaded to CIS – No Credit

Understand the Penalty for incomplete CTT

DCS – Center Report Card



	PY-10	PY-11	PY-12	PY-13	PY-14	PY-15	PY-16	PY-17	PY-18	PY-19	PY-20	PY-21	PY-22	PY-23	PY-24	PY-25
CTT COMPLETION	55.0%	60.0%	65.0%	65.0%	63.0%	61.0%	59.8%	59.8%	53.3%	49.5%	38.9%	39.6%	43.5%	43.5%	50.5%	43.5%
CREDENTIAL	46.8%	77.3%	89.0%	93.5%	95.5%	79.5%	87.3%	90.5%	87.9%	71.9%	52.2%	61.3%	78.1%	74.7%	77.7%	75.5%

Scheduling Challenges

- Academic and CTT instructor playing **tug of war** for student schedules is healthy, but there needs to be a more deliberate approach
- A **Scheduling Committee** is an excellent strategy to ensure we are meeting the needs of every **<u>student</u>**

Report Cards

- Job Corps' performance management system is comprised of Outcome Measurement System (OMS) Report Cards, each of which is designed to reflect results in a specific area of student services and represents a discrete pool of students.
- The system is designed with intentional overlap of performance metrics across multiple Report Cards to represent a comprehensive picture of performance throughout all phases of students' Job Corps experience.
- This overlap encourages collaboration across service areas, to meet clearly defined program goals.
- The **Report Cards** are:
  - **Outreach and Admissions Report Card (OA)**
  - **Direct Center Services Report Card (DCS)**
  - **Career Transition Services Report Card (CTS)**
  - **Career Technical Training Report Card (CTT)**
  - **Academic Report Card (ARC)**

We will focus on the

CTT Report Card

PRH Appendix 501d

CTT Report Card

The Career Technical Training (CTT) Report Card is a comprehensive system used to measure the performance of all Job Corps career technical training (CTT) programs, both center-operated and National Training Contractor (NTC)-operated.

The CTT Report Card provides data regarding students' participation in CTT programs, and achievement of **industry-recognized credentials** and participation in the workforce with sustainable earnings.

PY 2025 CTT REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
Direct Center Services (30%)			
Career Technical Training (CTT) Program Completion Rate	Number of students who attained their first CTT program in the reporting period Number of students who completed their first CTT program during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing it	75%	15%
CTT Industry-Recognized Credential (IRC) I Attainment Rate	Number of CTT students who attained their first approved Primary IRC or completed an NTC program in the reporting period Number of students assigned to a CTT program who completed their first Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Primary IRC	90%	10%
CTT Industry-Recognized Credential (IRC) II Attainment Rate	Number of CTT students who attained their first approved Secondary IRC or their second approved Primary IRC in the reporting period Number of students assigned to a CTT program who completed their first Secondary IRC/second Primary IRC during the reporting period plus the number assigned to a CTT program who exited in the reporting period without completing a Secondary IRC or a second Primary IRC	92%	5%

Industry Recognized Credentials

APPROVED CREDENTIAL LIST

- The Approved Credentials List is updated on a quarterly basis, based on center requests for credential additions.
- DOL will be conducting a review the approved Credential List and working to remove those Credentials not used over the past 3 years

APPROVED CREDENTIAL LIST

CREDENTIAL REQUEST FORM

- Any center that would like to submit a new credential for approval from the National Office. Approval Criteria:

1. Standards-based*
2. Industry-recognized*
3. Career pathway potential/stackable*
4. Program accreditation* (when applicable, such as in the Automotive industry)
5. Identifiable sponsoring entity
6. Valid assessment component

CREDENTIAL REQUEST

CTT Report Card – CTS Placement

- **PLE 600 – Form ETA 678 Edit Report (Enrollment Module)**
  - The PLE 600 Approved Placement Report produces a report of placements based on the Approved Date.
  - The report data also includes the Date Reported to assist staff with calculating the six- and twelve-month survey.
  - The Report can be pulled of the month, PYD, or Rolling Year.

Used to Calculate CTS Placement Outcomes

Current Month and PYD Reports

PY 2025 CTT REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
CTS Placement Outcomes (40%)			
CTT Completer Placement Rate	Number of CTT completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center Number of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center	95%	10%
CTT Completer Average Hourly Wage at Placement*	Sum of hourly wages of CTT completers placed in a job or the military Number of CTT completers placed in a job or the military	$19.50	5%
CTT Completer Full-Time Quality Placement Rate	Number of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program Number of initially placed CTT completers	90%	10%
CTT Completer Job Training Match (JTM) Placement Rate	Number of CTT completers placed in a training-related job or the military Number of CTT completers placed in a job or the military	80%	10%
CTT Completer Job Training Match (JTM) Average Hourly Wage*	Sum of hourly wages of CTT completers placed in a training-related job or the military Number of CTT completers placed in a training-related job or the military	$20.25	5%

CTT Report Card – Q2/Q4 Outcomes

- **Post Placement Survey Report**
  - Displays the survey results from students who attended your center.
  - The report displays the Student Name, Student ID, Type, Pool, Credit, and Wages.
  - Pull the Report by Excel Data
  - Sort by Type (Q2/Q4) to Auto Sum the Pools and Credits
  - Calculate Q2 **Median** Earnings from the Earnings Column

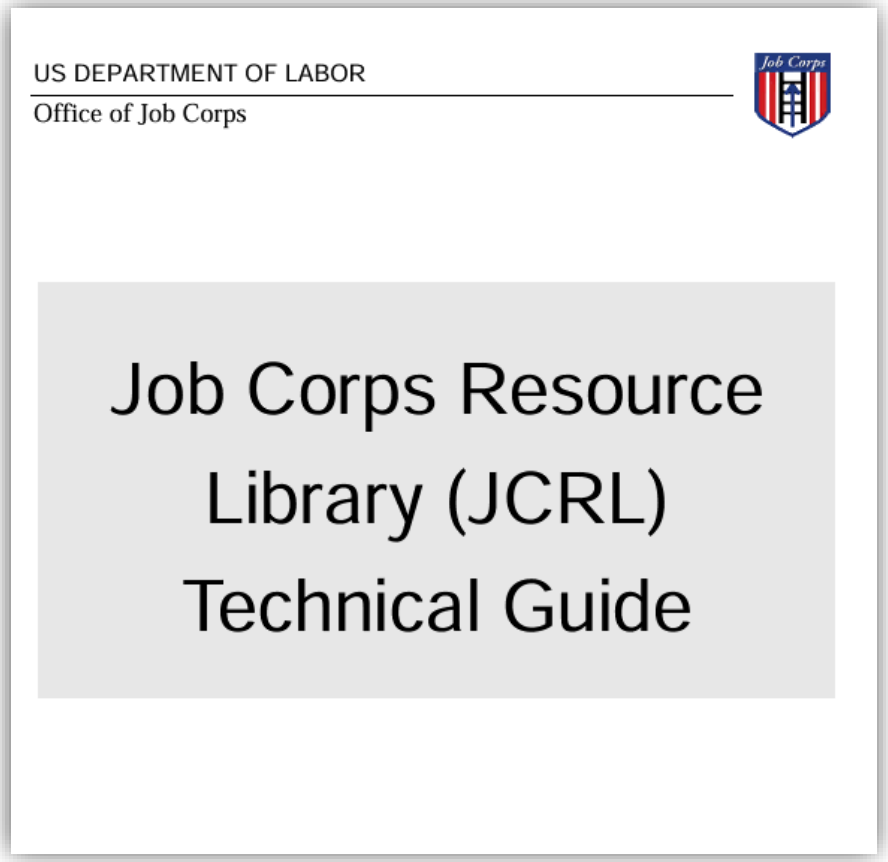
PY 2025 CTT REPORT CARD			
Measure	**Definition**	**Goal**	**Weight**
Q2/Q4 Placement Outcomes (30%)			
CTT Completer Placement Rate in Quarter 2 After Exit Quarter	Number of CTT completers who report on the Quarter 2 survey they are in a job, the military, an education/training program, or a job/college combination Number of CTT completers who complete the Quarter 2 survey	85%	12.5%
CTT Completer Placement Rate in Q4 After Exit Quarter	Number of CTT completers who report on the Quarter 4 survey they are in a job, the military, an education/training program, or a job/college combination Number of CTT completers who complete the Quarter 4 survey	85%	12.5%
CTT Completer Median Earnings in Quarter 2 After Exit Quarter*	Midpoint of all Quarter 2 earnings reported by CTT completers who complete the Quarter 2 survey and report they are in a job or the military	$9,400	5%
*Has Model-based Goal (center level)			100%

Job Corps Resource Library

The Job Corps Resource Library (JCRL) is a web-based application that provides access to date-based reports distributed by Job Corps.

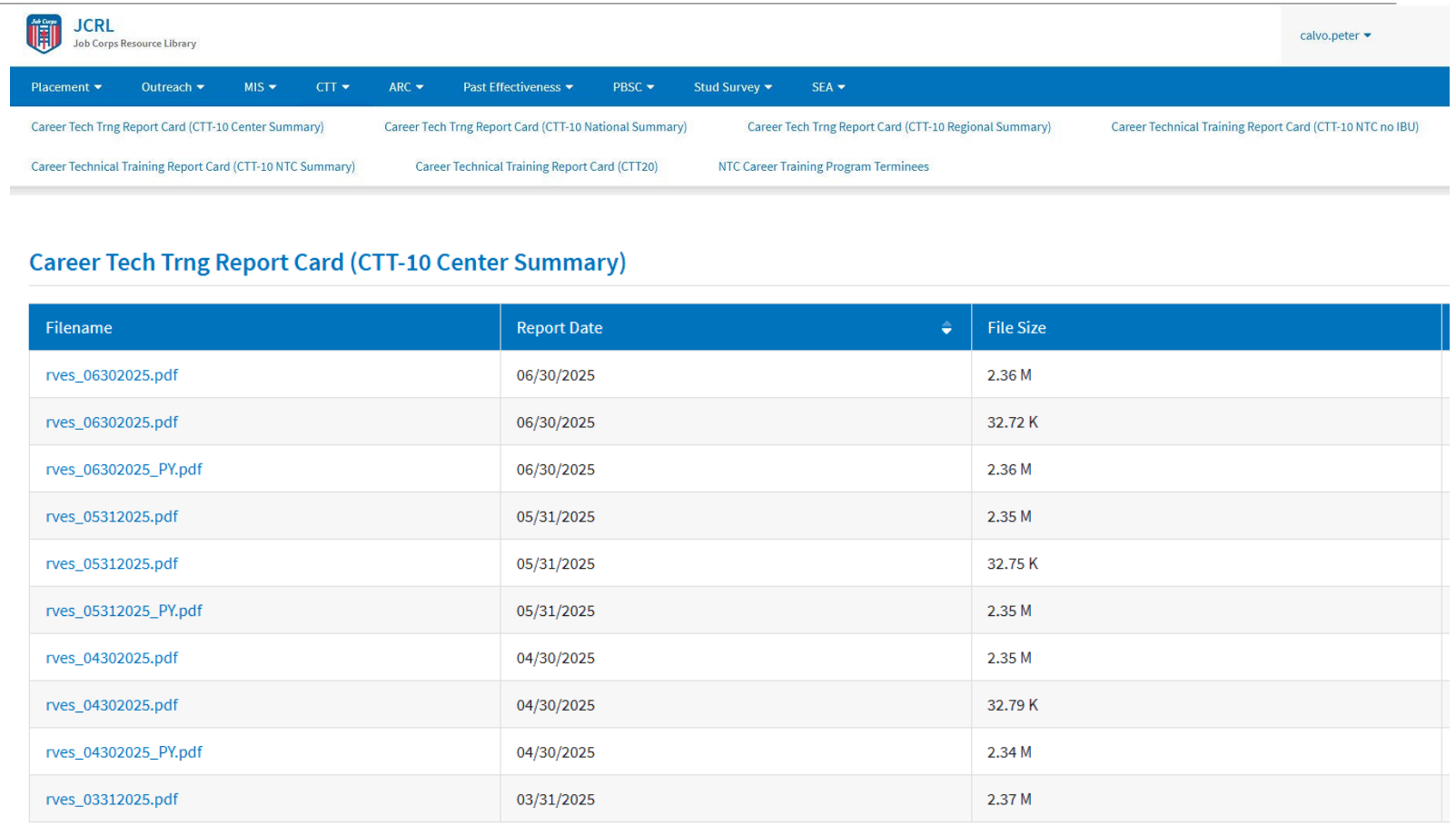
Reports are displayed in an Adobe Acrobat window or an Excel spreadsheet where you can save and print them, if you choose.

The technical guide outlines the basic functionality of JCRL and guides you through the available menus.



Job Corps Resource Library

CTT Reports



Filename	Report Date	File Size
rves_06302025.pdf	06/30/2025	2.36 M
rves_06302025.pdf	06/30/2025	32.72 K
rves_06302025_PY.pdf	06/30/2025	2.36 M
rves_05312025.pdf	05/31/2025	2.35 M
rves_05312025.pdf	05/31/2025	32.75 K
rves_05312025_PY.pdf	05/31/2025	2.35 M
rves_04302025.pdf	04/30/2025	2.35 M
rves_04302025.pdf	04/30/2025	32.79 K
rves_04302025_PY.pdf	04/30/2025	2.34 M
rves_03312025.pdf	03/31/2025	2.37 M

Outcome Measurement System

Career Technical Training Report (CTT-10)

Report Period: 5/1/2025 - 4/30/2026

Region: 03 Atlanta

Center: 123456 Hilltop Job Corps Center

Contractor: A1234 XYZ Corporation

					CTT Crdntl		Initial		JTM		CTT QualP	CTT Q2 Plcmt		CTT Q4 Plcmt	Overall	
			Slots	Completion	Prim	Sec	Plcmt	AvgWage	Plcmt	AvgWage	Plcmt	Plcmt	Med Earn	Plcmt	Rating	Grade
National Goals				75.0%	90.0%	92.0%	95.0%	Model Based	80.0%	Model Based	90.0%	85.0%	Model Based	85.0%		
Model Based Goals								$19.49		$20.24			$9,327.00			
01 Center Training Program																
AZ	Clinical Med Assist	Basic CTT	60	47.1%	52.6%	64.3%	83.3%	$18.49	80.0%	$18.12	60.0%	60.0%	$9,257.14	66.7%		
Pool / Credit				17/8	19/10	14/9	6/5		5/4		5/3	5/3		3/2		
Rating				62.7%	58.5%	69.9%	87.7%	94.9%	100.0%	89.5%	66.7%	70.6%	99.3%	78.4%	77.0%	N/A
OS	Medical Admin Asst	Basic CTT	30	54.1%	32.5%	52.2%	80.0%	$15.80	0.0%	$0.00	62.5%	57.1%	$7,491.43	75.0%		
Pool / Credit				37/20	40/13	46/24	10/8		6/0		8/5	7/4		4/3		
Rating				72.1%	36.1%	56.7%	84.2%	81.1%	0.0%	N/A	69.4%	67.2%	80.3%	88.2%	60.1%	N/A
PG	Phlebotomist	Basic CTT	0	100.0%	100.0%	100.0%	75.0%	$23.72	0.0%	$0.00	100.0%	75.0%	$2,414.29	0.0%		
Pool / Credit				3/3	7/7	8/8	4/3		1/0		3/3	4/3		0/0		
Rating				133.3%	111.1%	108.7%	78.9%	121.7%	0.0%	N/A	111.1%	88.2%	25.9%	N/A	85.0%++	N/A
XN	Patient Care Technic	Basic CTT	30	50.0%	39.3%	57.1%	88.9%	$19.21	50.0%	$18.34	75.0%	70.0%	$5,682.75	50.0%		
Pool / Credit				26/13	28/11	14/8	9/8		6/3		8/6	10/7		4/2		
Rating				66.7%	43.6%	62.1%	93.6%	98.6%	62.5%	90.6%	83.3%	82.4%	60.9%	58.8%	71.5%	N/A
12 Off-Center/Other Training																
QT	OTP Health Care	Advanced CTT	10	41.7%	25.0%	8.3%	100.0%	$26.13	100.0%	$26.13	80.0%	66.7%	$21,213.71	100.0%		
Pool / Credit				12/5	12/3	12/1	5/5		4/4		5/4	3/2		4/4		
Rating				55.5%	27.8%	9.1%	105.3%	134.1%	125.0%	129.1%	88.9%	78.4%	227.4%	117.6%	92.5%	N/A
QT	OTP Health Care	Basic CTT	15	100.0%	66.7%	75.0%	100.0%	$22.20	50.0%	$22.00	75.0%	25.0%	$2,414.29	100.0%		
Pool / Credit				7/7	9/6	8/6	4/4		2/1		4/3	4/1		2/2		
Rating				133.3%	74.1%	81.5%	105.3%	113.9%	62.5%	108.7%	83.3%	29.4%	25.9%	117.6%	87.4%	N/A
Hilltop Job Corps Center Totals			145	54.9%	43.5%	54.9%	86.8%	$19.63	50.0%	$21.16	72.7%	60.6%	$6,702.86	76.5%		
Pool / Credit				102 / 56	115 / 50	102 / 56	38 / 33		24 / 12		33 / 24	33 / 20		17 / 13		
Rating				73.2%	48.3%	59.7%	91.4%	100.7%	62.5%	104.5%	80.8%	71.3%	71.9%	90.0%	76.3%	N/A

PRH Appendix 501d

Program Performance

- The primary purpose of the CTT Report Card, consistent with other OMS reports, is to account for results based on established program parameters and goals.
- Performance is ultimately determined based on the degree to which goals are met or exceeded, and the ability of programs to strategically and proficiently demonstrate a focus on maximizing student outcomes on a consistent basis.
- Based on the CTT Report Card, programs will receive an overall rating and will be graded based on the following scale:

A	*Exceptional performance*	*110.0% and higher*
B	*Above average performance*	*95.0 percent – 109.9%*
C	*Average performance*	*80.0 % – 94.9 %*
D	*Unsatisfactory performance*	*0 – 79.9%*

- Programs that receive a Grade D rating are subject to heightened scrutiny to correct deficiencies that lead to poor performance.
- All programs that receive a D rating must adhere to the CTT-CIP process.

CTT Continuous Improvement Plan

CTT CIP - v5

Career Technical Training (CTT) Continuous Improvement Plan

Version 5 9/18/2024

CAREERS BEGIN HERE

This form is designed for review and approval by the Regional Office.

Instructions : This form is to be completed by center staff for each D-Rated program. Please complete all yellow areas that are applicable to the D-Rated Program. If you have more than one D-Rated Program, please use the additional tabs accessible at the bottom of the screen. Once center staff complete this form, it must be routed for approvals per the "Instructions" tab.

Region	Center	CTT Industry	CTT Program	ETAR Code

I. Past Performance Ratings and Grades

PY21 Rating		PY22 Rating		PY23 Rating	
PY21 Grade		PY22 Grade		PY23 Grade	

Question	Answer
What are the causes of this program's D rating? Please be as specific as possible, including specifying OMS metrics that are causing the D rating as well as qualitative factors, both training and non-training related.	

II. Action Plan

Please provide an action plan to address the causes of the program's D rating, including the person responsible for completing the action and the deadline for completing the action. Note: If the center is planning to submit a trade change request to replace this program, please note that in the Action Plan.

Action Plan	Anticipated Effect/OMS Metric Improvement	Person Responsible	Due By	Mid-Year Progress/Update

III. Risks and Mitigations

Please anticipated risks associated with the proposed action plan and mitigations.

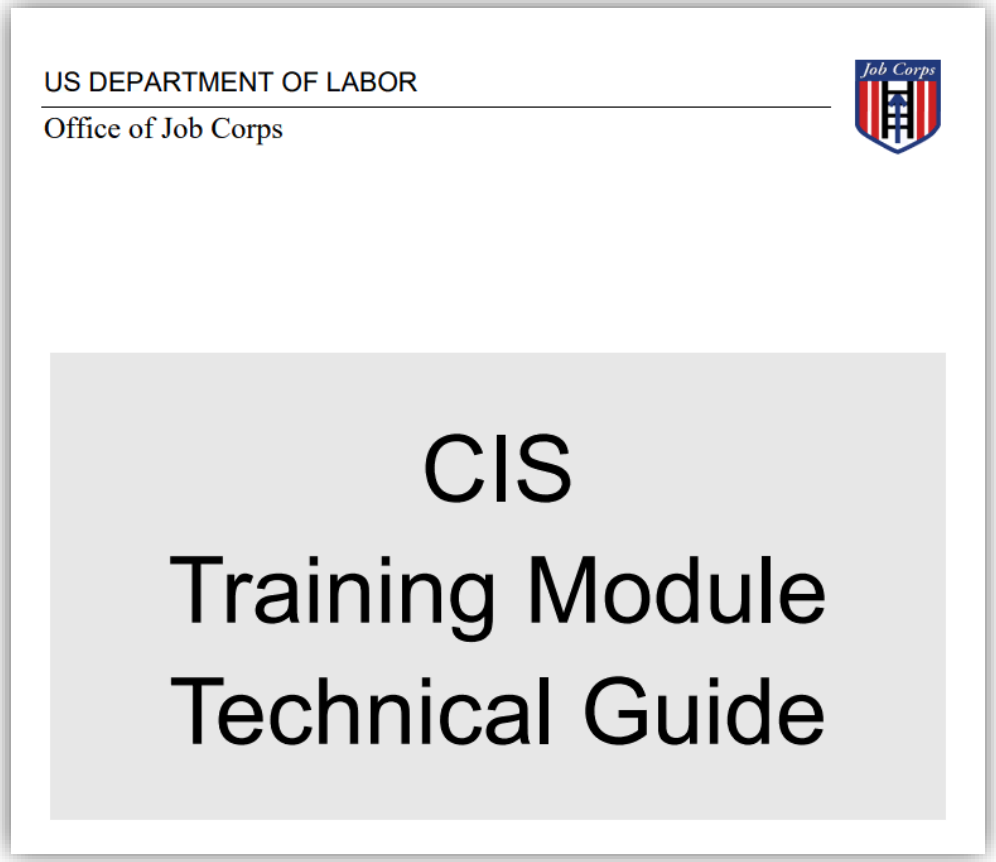
Risk	Mitigation

- The Career Technical Training (CTT) Continuous Improvement Plan (CIP) process supports Job Corps' efforts to address low-performing programs by identifying specific actions to improve program performance.
- Per Policy Requirements Handbook Appendix 501d, all programs that received a D Rating for the program year must complete this form.

Center Information System (CIS)

In the Training module, the menu options under Career Technical Training enable staff to manage CTT preferences, enter a student's CTT credentials, record a student's (non-E-TAR) CTT vocations, associate courses with a CTT, and update their center's CTT slots.

Menu Option	Description
CTT Preferences	Allows staff to change CTT preferences for the student
CTT Credentials	A student-specific window that allows staff to enter a student's attained credentials. Once entered, the credentials will appear in both **CTT Credentials** and **Update/View E-TAR** *Credentials* tab for the student.
Student CTT	A student-specific window that displays all the CTT's and E-TARs recorded for the student. You can record a paper-based Training Achievement Record (TAR) here. (Otherwise, use the **E-TAR** menu options to assign a digital TAR.)
Trade Courses	Provides the ability to associate an existing academic course with a CTT trade
Training Programs	Enables staff to update CTT vacancies available at their center



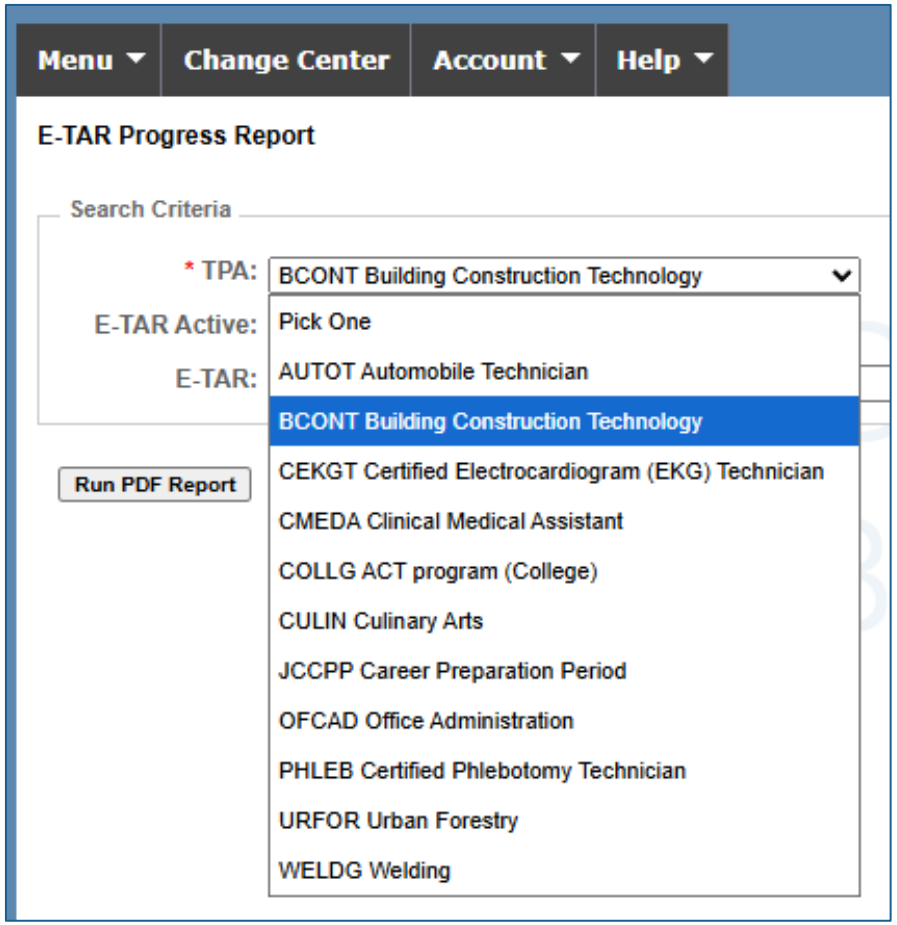
Center Information System (CIS)

Training contains submenus for **Career Technical Training**, **Work Based Learning**, **MyPACE**, **E-TAR**, **Academic**, **Other**, and **Reports** as outlined in the table below.

Career Technical Training ▷	Bulk WBL CTT Credentials CTT Preferences Training Programs Student CTT Trade Courses
Work Based Learning ▷	Work Based Learning
E-TAR ▷	Set Up ▷ Manage E-TAR ▷ Reports ▷

Reports ▷	Armed Forces Certification Form Course Enrollment Roster Center CTT Credential Report Center CTT Report CTT Completion Status CTT Preferences Report
	Training Programs Report Student CTT Certifications Report Student CTT Credentials Report Water Safety Report Work Based Learning Report

E-TAR Progress Report



Hilltop Job Corps Center
E-TAR PROGRESS REPORT

ID	E-TAR Code	Begin Date	Days in E-TAR	Projected Completion Date	Staff Percentage Completed	Student Percentage Completed	Overall Percentage Completed
	BCONT-100-HBI-23	05/05/2026	22		0.00%	0.00%	0.00%
	BCONT-100-HBI-23	04/28/2026	29		0.00%	0.00%	0.00%
	BCONT-100-HBI-23	01/28/2026	119	02/04/2027	21.35%	21.35%	21.35%
	BCONT-100-HBI-23	03/31/2026	57	03/30/2027	11.65%	11.65%	11.65%
	BCONT-100-HBI-23	01/14/2026	133	11/16/2026	15.53%	15.53%	15.53%
	BCONT-100-HBI-23	07/08/2025	323	07/06/2026	30.09%	30.09%	30.09%
	BCONT-100-HBI-23	11/06/2025	202	11/09/2026	23.30%	21.35%	23.30%
	BCONT-100-HBI-23	12/03/2024	540	04/20/2026	69.90%	69.90%	69.90%
	BCONT-100-HBI-23	05/22/2025	370	05/22/2026	46.60%	46.60%	46.60%
	BCONT-100-HBI-23	06/12/2025	349	06/15/2026	35.92%	33.98%	35.92%
	BCONT-100-HBI-23	03/21/2025	432	05/01/2026	60.19%	60.19%	60.19%

Review at least bi-weekly to evaluate progress, determine enrollment levels, and ensure all students have a projected completion date

Training Programs Report

4/24/2023 10:51:02 AM — Page 1 of 1

Center Information System
[redacted] Job Corps Center
Training Programs

ETAR Title	ETAR Code	Total Slots	Number Enrolled	CPP Waiting	Approved Folders	Lockstep	Next Opening	Duration in Months	Last Modified Date	Last Modified By
ACT Program	COLLG-600-ACT-14	4				No				
Carpentry, Pre-Apprentice	CARPT-100-UBC-18	20	18	0	40	No	04/10/2023	12	04/14/2023	[redacted]
Certified Nurse Assistant	NURSE-100-OJC-15	30	11	3	24	No	03/13/2023	6	04/14/2023	[redacted]
Clinical Medical Assistant	CMEDA-100-OJC-19	30	19	7	41	No	03/13/2023	8	04/14/2023	[redacted]
Culinary Arts	CULIN-100-OJC-19	30	16	3	9	No	03/13/2023	8	04/14/2023	[redacted]
Electrical Trainee, Pre-Apprentice	ELECT-100-HBI-15	48	38	6	34	No	03/13/2023	12	04/14/2023	[redacted]
Homeland Security	SECUR-120-OJC-13	0	2	2	2	No	04/19/2023	5	04/19/2023	[redacted]
OTP in Advanced Manufacturing (Advanced)	INADM-500-OTP-18	10	5	0	0	Yes	03/13/2023	10	04/14/2023	[redacted]
Plumbing Trainee, Pre-Apprentice	PLUMB-100-HBI-15	24	21	4	23	No	02/27/2023	12	04/14/2023	[redacted]
Retail, Physical and Public Security	SECUR-110-OJC-13	0				No				

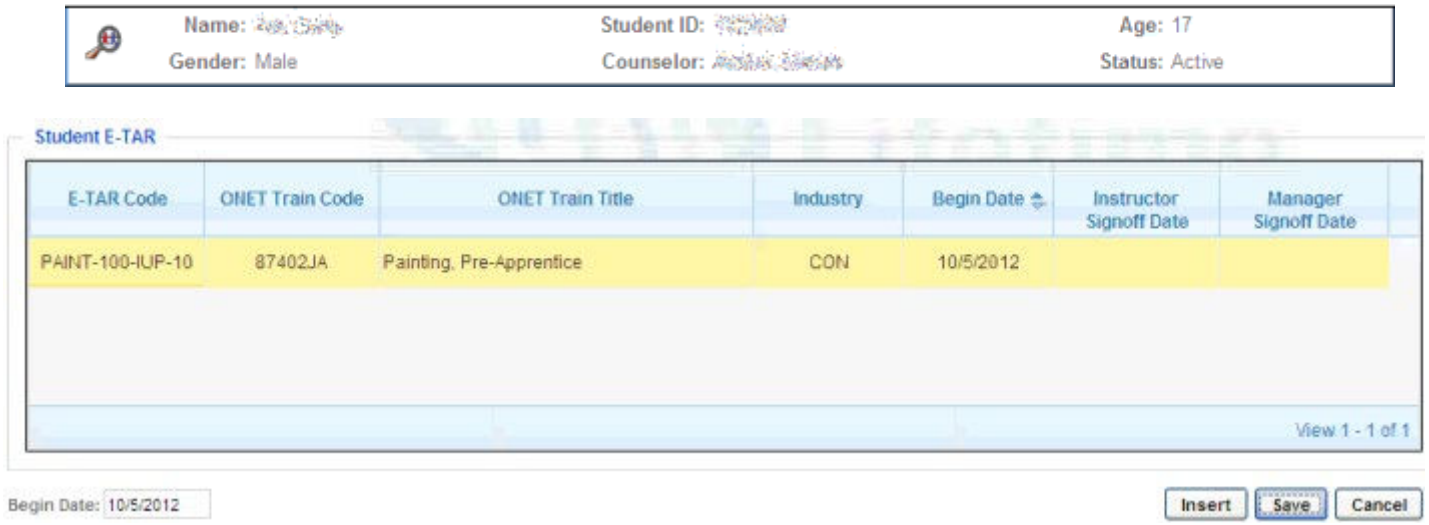
- The Training Programs Report The report displays the ETAR Title, ETAR Code, Total Slots, Number Enrolled, CPP Waiting, Approved Folders, Lockstep (a fixed start date), Next Opening Duration in Months, Last Modified Date, and the staff who last modified the entry.
- Center staff should update their occupations information **weekly** to share accurate information with OA staff.

Assign Students to E-TAR

When a student starts a new TAR, the student needs to be assigned to the Electronic TAR (E-TAR). A student may concurrently have more than one open E-TAR.

The **Assign Students to E-TAR** function can be performed by the Scheduling Clerk, CTT Manager, or CTT Instructor, depending on your center's procedures.

1. Select **Menu → Training → E-TAR → Setup → Assign Students to E-TAR (Individual).**

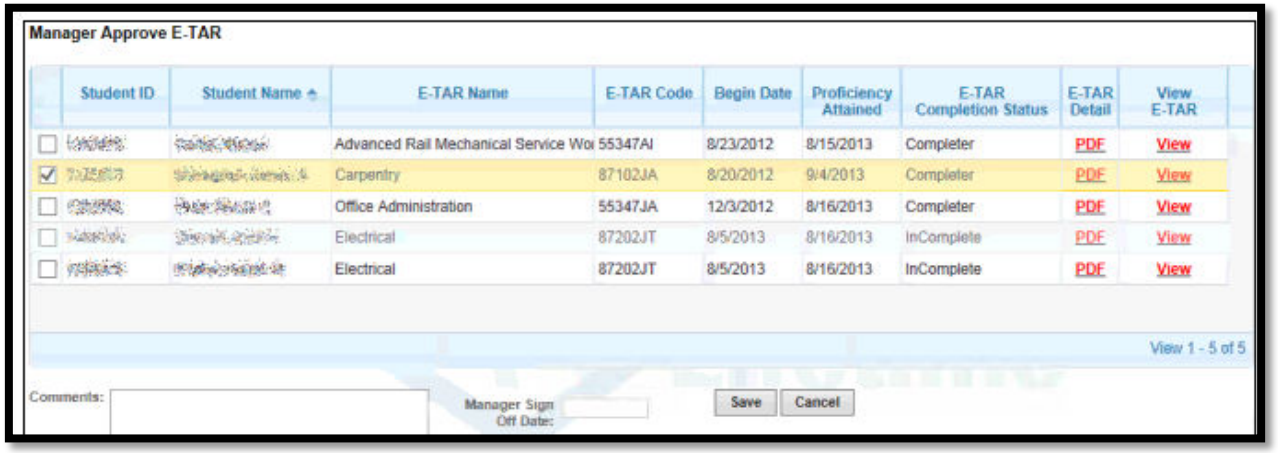


Closing Out an E-TAR

When a student completes an E-TAR or drops out of the trade, the E-TAR record needs to be closed out. The CTT Instructor will enter an End Date and the Completion Status. The close-out will be pending the CTT Manager approval.

After the instructor signs off an E-TAR, it will appear in the Manager Approve E-TAR window for the CTT Manager to perform final sign-off.

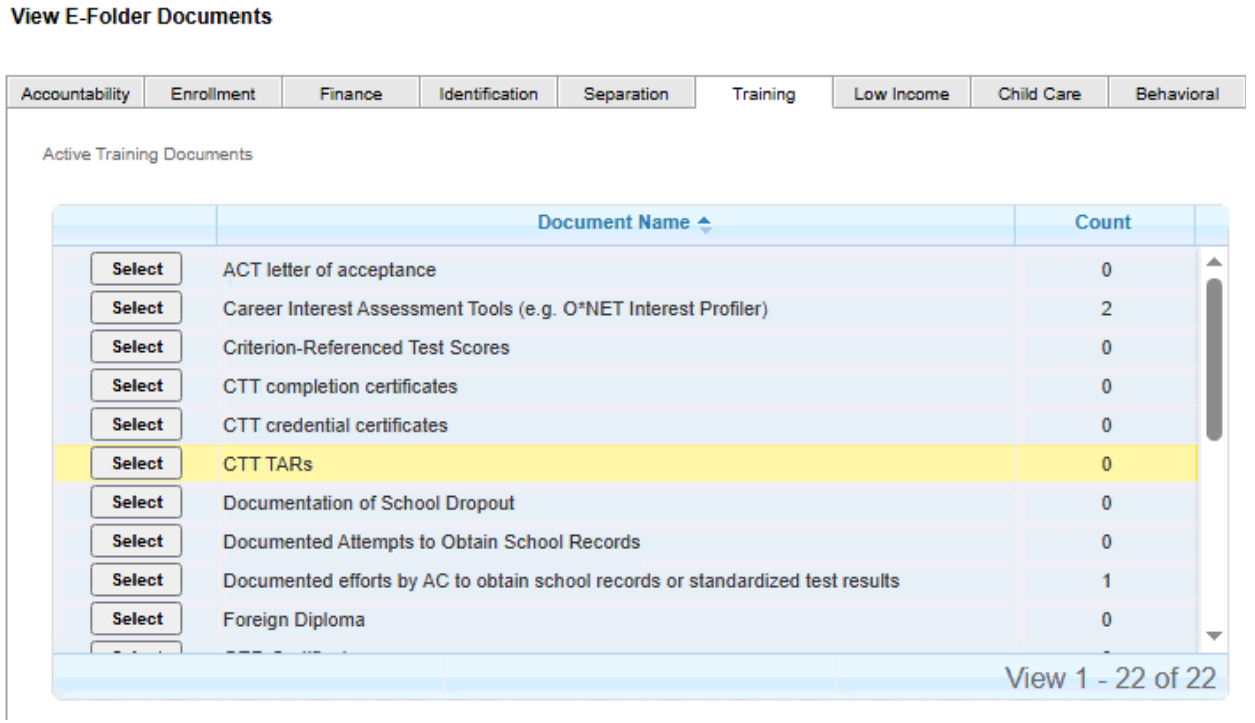
1. Select **Menu → Training → E-TAR → Manage E-TAR → Manager Approve E-TAR.**
2. Click the checkbox for each E-TAR to approve on the list. Multiple E-TARs can be selected and approved at the same time.



- Once an E-TAR has been approved by the CTT Manager, it cannot be modified.
- The student's CTT Completion record and Direct Center Services (DCS) metrics will be updated automatically after CTT Manager approval.

ETAR Documentation

- Ensure a copy of the E-TAR Certification Page, Credential Certificates, and CTT Completion Certificate is uploaded to Student E-Folders
- Documentation affirms credit attainment and are reviewed during DI Audits



OTP Completions Must be Supported by a Certificate from the OTP Establishment
Industry Certifications Must be supported by the Credential Certificate

Summary Highlights

- Conduct and document classroom observations
- Implement Tool Control and JTM Graduate Placement Tool Kits SOP
- Enroll students in CTT quickly and use the Course Waiting List as your log when students can't be enrolled within 60 days of enrollment
- Develop and monitor goals for Monthly CTT Completions
- Ensure CTT instructors' partner with WBL and CTS to promote jobs!
- Monitor student progress at least bi-weekly using the E-TAR Progress Report
- Consider CTT Changes when supported by LMI and Workforce Council Recommendations
- Prepare a CTT-CIP to promote trade improvement. Involve instructors and NTC Field Coordinators, as applicable.
- Update your Training Programs Report weekly and provide a copy the ACs along with a copy of the E-TAR Content Report – Course Guide – Industry Certifications

Other Suggestions Welcome

Peter Calvo, Vice President, Business Development & Compliance
Pete.Calvo@etrky.com or (540) 421-9080

You can reach out to the CTT Support team for assistance on any topic by emailing CTTSubmissions@dol.gov

Additional Training Opportunities

ETR-led series – June *(registration is hyperlinked)*

- Intro to Work-Based Learning – Tues., 6/16, 2:00 p.m. EDT
- Data Integrity and Quality Assurance – Thurs., 6/18, 2:00 p.m. EDT

Managing Aggressive Behavior – Tues., 6/30, 2:00 p.m. EDT *(registration forthcoming)*

JOB CORPS
BUILDING AMERICA'S SKILLED WORKFORCE

Questions/Technical Assistance

Questions/TA

Brendan O'Hara
VP, Advocacy & External Affairs
bohara@njcaweb.org
651-336-6216

Certificate of Attendance

Stacy Green
Director, Operations
sgreen@njcaweb.org
240-286-1914

JOB CORPS
BUILDING AMERICA'S SKILLED WORKFORCE

Thank You!

A recording of the training and associated materials will be sent to all registrants and posted to the NJCA Back-to-Basics website

JOB CORPS
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JOB CORPS

BUILDING AMERICA'S **SKILLED WORKFORCE**