

OMB Control Number: 1225-0088

Expiration Date: 08/31/2017

Job Corps Applicant Screening and Readiness Questions Field Test Pre-Participation Letter for Admissions Counselors

(Observations of Readiness)

Dear Job Corps Admissions Counselor:

The National Office of Job Corps is conducting a field test of the use of this instrument. This instrument is for purposes of field testing only.

You are being requested to participate in a test use of this instrument. Participation in this field test is voluntary. This instrument provides Admissions Counselors with a list of questions for all Job Corps applicants. The questions to be asked are designed to provide information that will be helpful for Admissions Counselors to make observations related to each applicant's motivation for enrolling and remaining in the program, along with other observations that help to convey readiness for program participation. The primary aim of this instrument is to help improve the screening process for applicants to the Job Corps program, and to ensure that screening is consistently and fairly administered in accordance with applicable laws, regulations, and policies.

You will receive an "Information for Job Corps Contractors" (Admissions Counselors) form that describes the purpose of the field test, provides a Privacy Statement, a Public Burden Statement, an address for where to direct comments regarding the Burden Estimate, and also provides an opportunity for participants to ask questions before proceeding. Prior to administering use of this instrument, you will have an opportunity to ask any questions that you may have. All questions should be directed to your corporate project manager. Do not initiate the use of this instrument with a Job Corps applicant until any questions you may have have been answered.

Paperwork Reduction Act Public Burden Statement: Persons are not required to respond to this collection of information. Collections of information approved by OMB must display a currently valid OMB control number and expiration date. Public reporting burden for this collection of all information contained within this instrument, which is required to obtain or retain benefits (29 USC 2881), is estimated to average one hour per applicant and one hour per admissions counselor, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information, for a total of two hours for each application. This instrument is being tested among a total of 90 applications, rendering an estimated public reporting burden of 180 hours in total. This information collection is for program management. Please send any comments regarding this burden estimate to the U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Research, Room N5641, Attention: Michelle Ennis, 200 Constitution Avenue, NW, Washington, D.C. 20210. Please send any comments related to content, use, and effectiveness of this instrument to the U.S. Department of Labor, Employment and Training Administration, Office of Job Corps, Room N4463, Attention: Division of Educational Services, 200 Constitution Avenue, NW, Washington D.C. 20210.

This letter, the field test instrument, and associated instructions are in compliance with 5 CFR 1320.8 Agency Collection of Information Responsibilities, including applicable disclosure elements.

Thank you for your participation in this field test.

-National Office of Job Corps