November 10, 2014

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 14-25

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

FROM: LENTA JACOBS-SIMMONS
                    Acting National Director
                    Office of Job Corps

SUBJECT: Mandatory Student Injury Recordkeeping Webinar

1.   Purpose. To inform Job Corps centers about a mandatory Office of Job Corps (OJC) Webinar on student injury recordkeeping.

2.   Background. The OJC Webinar on student injury recordkeeping is designed to reinforce the importance of complete and accurate student injury recordkeeping in the Safety and Health Information Management System (SHIMS), and is an opportunity to raise related questions. OJC staff will be available to answer questions and provide feedback on various policy issues and regulatory requirements.

3.   Action. Center Directors are to ensure individuals responsible for student injury recordkeeping in SHIMS have the opportunity to participate in this Webinar.

        Attention: Because of the expected audience size, and to prevent the system from becoming overloaded, one phone line and computer per center will be dedicated to the Webinar. Therefore, participants at each center should gather in one location. You should only participate in one Webinar.

        Preregistration deadlines: For the conference call Tuesday, November 18, 2014, at 3:00 p.m., the preregistration deadline is **Monday, November 17, 2014.** For the call Wednesday, November 19, 2014, at 10:00 a.m., the preregistration deadline is **Tuesday, November 18, 2014.**

        To preregister: Go to https://access.jobcorps.org, and click on the Job Corps Community Web site icon. On the navigation menu at the left of the screen, select "Event Registration." Under "Event Listing," select the Student Travel Conference Call you plan to attend. **Note: The**

event time listed on the "<u>Event Listing</u>" is Central time. Please adjust for your time zone.
Click the box "Register for This Event." Enter your registration information, and click "Submit Registration." Click "Confirm."

Once you have confirmed your registration, an e-mail will be sent with a link to the Webinar and a dial-in number and passcode.

Participants should join the Webinar at least 5-10 minutes before the scheduled time in case of technical difficulties.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4.   <u>Expiration Date</u>. November 20, 2014.

5.   <u>Inquiries</u>. Direct all inquiries to Heather Edmonds at <u>edmonds.heather@dol.gov</u> or (202) 693-3774.