

Fresno Regional Workforce Investment Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWIB OD # 23-05, Revision C

Date Released: January 2, 2013

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: January 2, 2013

Subject: Career Track Application Form

Applicable Program: Adult, Dislocated Worker and Youth

Revision History: Initial Release - 7/25/2005; B – 10/26/2012

This Revision C now includes the requirement for the Youth Program, updates the Career Track Application form and provides enhanced guidance for client's occupation research.

All providers of services are to implement this Operational Directive (OD) effective immediately.

The Career Track Application (Form # [CAR-005](#)) is to be filled out by the client after they have completed the O*Net (younger youth only) PESCO and WorkKeys Assessment. The Employment Readiness Specialist (ERS)/Academic Career Advisor (ACA) is to be available to assist the client, as required.

The Career Track Application is used to help the client identify career goals and evaluate their knowledge of the career, and their skills and abilities to assist the skills needed for the client in finding and retaining gainful employment.

When the client has filled out the application, he/she is demonstrating that they are motivated to changing their current situation, and they will commit to follow through on what is required of them while they are in the program.

If you have any questions, please contact the FRWIB Program Manager.