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SN – 44

WIOA BULLETIN NO. 44-21

DATE: April 1, 2021
TO: Local Workforce Development Boards
SUBJECT: Guidelines for Using and Sharing the American Job Center Videos

I. Purpose

This bulletin provides guidelines on using and sharing the American Job Center (AJC) videos that the Workforce Development Council (WDC) produced in 2020. The guidelines provide a practical way for the Local Workforce Development Boards (LWDBs) to disseminate the videos to the public in a quick and efficient manner.

II. Primary Source of Videos

All AJC videos are available from the WDC's YouTube Channel, located at this link: <https://www.youtube.com/channel/UCgUZI3vcjyxXtxyaLwa0iVA>. Individuals can access this YouTube Channel and view any of WDC's videos. Individuals can also access each video directly by entering a specific Web address in a Web browser. There are six authorized AJC videos, each one of which has a specific Web address. The AJC videos are:

- A) Statewide AJC Video, located at <https://youtu.be/uHGLEek3GwI>
- B) Hawaii County AJC Video, located at <https://youtu.be/iuGi2fRQSOw>
- C) Kauai County AJC Video, located at <https://youtu.be/h1djtUYrYPo>
- D) Maui County AJC Video, <https://youtu.be/NIN6TYG3uro>
- E) Oahu AJC Video, located at <https://youtu.be/vWsbLaieAwU>
- F) WIOA Youth Program AJC Video, located at <https://youtu.be/cfQnUkThER0>

III. Secondary Source of Videos

Authorized copies of the AJC videos were stored in USB flash drives for distribution to the LWDBs, AJCs, and WIOA partners. The WDC issues the USB flash drives as requested. These USB flash drives are a secondary source of the AJC videos from which the LWDBs may access and play the videos. If there is any doubt to the authenticity and origin of the videos, users should go to the WDC's YouTube Channel.

IV. Limited Use Agreement

The AJC videos may be viewed on a personal or work device. Unless specified otherwise in this bulletin, the videos, or any part thereof, may not be copied, altered, stored on a cloud database, uploaded onto the Internet, or distributed without advance, written permission from the WDC. The videos constitute property of the State of Hawaii and the WDC.

V. Storage and Use of Videos in a Private Computer Network

Recipients who have been issued a USB flash drive may store the AJC videos in a private computer network that is accessible to employees. This will allow employees to access and play the videos from their work computers. Job seekers, WIOA participants, and other individuals may also access and play the videos when they are using the work computers that are connected in the private computer network.

VI. Sharing of Videos on Social Media

The AJC videos may be shared on Facebook, Twitter, and any other social media website on the Internet. An easy way to share a video is to use a specific Web address listed above. It is not necessary to upload any video. A social media website allows a person to submit a specific Web address, and the website will display and play the video. This is generally how a person can share a video on social media.

VII. Display of Videos on Websites

The LWDBs may display and play the AJC videos on their official websites. To do this, a person who has technical skill in Web development can embed a video in a Web page. It is not necessary to upload any video. All that is required is to write some computer program code in the Web page. The computer program code links to a specified Web address to access and display the video. The following computer program code can be used to embed an AJC video:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/INSERT  
UNIQUE IDENTIFIER HERE" title="YouTube video player" frameborder="0"  
allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-  
picture" allowfullscreen></iframe>
```

The dimensions and title may be changed if needed. Replace the text INSERT UNIQUE IDENTIFIER HERE with the unique identifier at the end of the specific Web address of the AJC video. The unique identifiers for each video are as follows:

- A) Statewide AJC Video Unique Identifier: **uHGLEek3Gwl**
- B) Hawaii County AJC Video Unique Identifier: **iuGi2fRQSow**
- C) Kauai County AJC Video Unique Identifier: **h1djtUYrYPo**
- D) Maui County AJC Video Unique Identifier: **NIN6TYG3uro**
- E) Oahu AJC Video Unique Identifier: **vWsbLaieAwU**
- F) WIOA Youth Program AJC Video Unique Identifier: **cfQnUkThER0**

VIII. Display Notice

Any display of an AJC video on a website must display the following notice:

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the State of Hawaii Workforce Development Council.

IX. Production of Additional Videos

The WDC has original video footage that was taken by the video production company that produced the final AJC videos. The LWDBs may request to use video footage for the production of a new video. Requests to make shorter clips of existing videos may also be made. Send any request to the contact person listed below.

X. Inquiries

Inquiries regarding this bulletin may be directed to Edward Uechi by e-mail at edward.y.uechi@hawaii.gov.



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