



RAPIDS 2.0

Program Sponsor User Guide

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Revision History

| Version | Version Date | Modified By | Description of Changes |
|---------|--------------|-------------|---|
| 1.0 | 02/23/2023 | Appteon | Refresh of this document and new versioning |

1 Introduction

The US Department of Labor’s (DOL) Employment & Training Administration (ETA), with support from its Office of Information Systems & Technology (OIST) and Appteon, Inc., has been implementing a plan to develop and deploy a modernized, cloud-based system. The Business Process Management (BPM) system will replace the existing legacy Registered Apprenticeship Partners Information Data System (RAPIDS). The two main tasks involved in replacing the legacy system are (a) implementing end-user features, functions, and workflow processes using the Appian BPM suite and (b) migrating the legacy RAPIDS data into the new system (i.e., RAPIDS 2.0).

2 Accessing RAPIDS 2.0

The RAPIDS 2.0 Sponsor User Guide enables you to navigate the system in the following key areas:

- Register Apprentices
- Complete Apprentices
- Cancel Apprentices
- Transfer Apprentices
- Suspended Apprentices
- Re-Instate Apprentices
- Interim Complete Apprentices
- Apprenticeship Agreement (671)
- Davis-Bacon Certification
- Home
- My Profile
- Advanced Search
- User Messages
- Email Preferences
- Update Program
- Occupation Information
- Related Training/Information (RTI) Providers Information
- Wage Schedule Information
- User Accounts

2.1 Your New RAPIDS User Account

New account holders will receive an email from admin@dol.appiancloud.com with the subject “Appian for US Department of Labor account creation.”

2.2 Preferred Browser

Chrome is the Department of Labor’s preferred browser. Please refer to [RAPIDS 2.0 Guide – Employer Quick Reference v2.pdf](#) for the full functionalities that RAPIDS 2.0 offers.

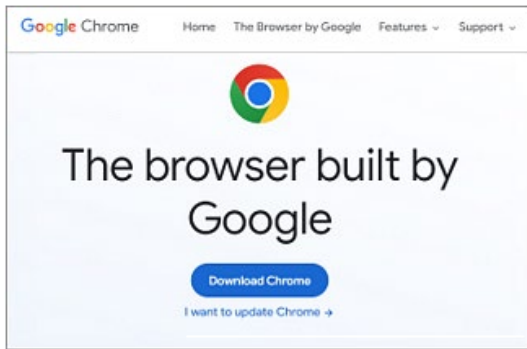


Figure 1 – Internet Explorer Display with Chrome Image

QUICK TIP: Set Google Chrome as your preferred browser in your computer settings.

2.3 Login.gov Account Creation

1. It is important to start from the RAPIDS site located at <https://dol.appiancloud.com/suite/sites> and choose “I am an external user – Login.gov.”



Figure 2 - RAPIDS Site Sign in Page

2. Select “Create an account” from Login.gov (**NOTE:** This screen must reference “ETA BPMS”).

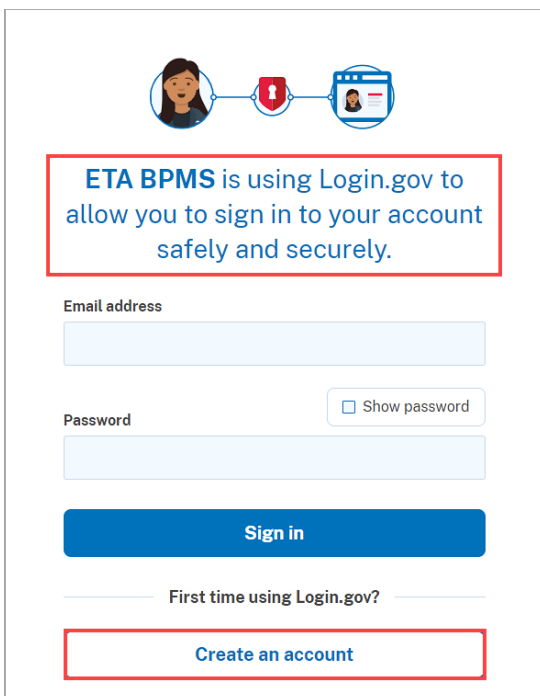


Figure 3 - Login.gov Sign in Window

3. Enter your email address associated with your RAPIDS account (using all lowercase letters).
4. Select your email language preference
5. Read the Login.gov **Rules of Use** and check the box that you accept the Login.gov **Rules of Use**.
6. Select “Submit.”

QUICK TIP: It is important to use your RAPIDS account email to link your Login.gov account successfully.

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

Figure 4 - Login.gov Account Creation

7. Go to your email to confirm your email account and follow the link provided by Login.gov to continue creating your account.
8. Create a password and select “Continue.”

You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password Show password

.....

Password strength: Great!

Continue

Figure 5 - Login.gov Password Creation

2.3.1 Login.gov Authentication Method Setup

You will be prompted to choose at least two different options for multi-factor authentication.

Authentication method setup
Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Security Key
Not recommended by RAPIDS.

Government Employee ID
Not recommended by RAPIDS.

Authentication Application
Not recommended unless you have a Common Access Card (CAC).

Text or Voice Message – Most Preferred Method
Receive a secure code by (SMS) text, or phone call. Receive a security code each time you sign in. Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

1. Enter a phone number. This must be either a landline or a cell phone number and cannot contain extensions.
2. Select “Text message (SMS)” or “Phone call.”
3. Select “Send code.”
4. Enter code.
5. Select “Submit.”

Backup Codes – Second Preferred Method
There is a list of 10 codes you MUST print or save to your device.

Before using your last code, you will need to request a new set of codes to your Login.gov account to have continued access. It is highly encouraged to have two methods of authentication.

If you run out of or lose your backup codes and are unable to authenticate your account, you will need to delete your account and create a new one.

1. Select “Continue.”
2. Download, print, copy, or write down codes.

NOTE: It is a best practice to have two methods of authentication (e.g., backup codes and a phone number).

Figure 6 - Login.gov Authentication Method

2.4 RAPIDS Sign In

1. After creating your Login.gov account, bookmark the following link or copy/paste the URL from the Appian email in your browser: <https://dol.appiancloud.com/suite/oa>.
2. Review the Security Warning message and select “I Agree.”
3. The system will display the “Sign in” page.
4. Select “I am an external user – Login.gov.”



Figure 7 - RAPIDS Sign in Page

5. When directed to the Login.gov page, ensure the page references “ETA BPMS.”
6. Enter “Email address.”
7. Enter “Password.”
8. Select “Sign in.”
9. Perform authentication.

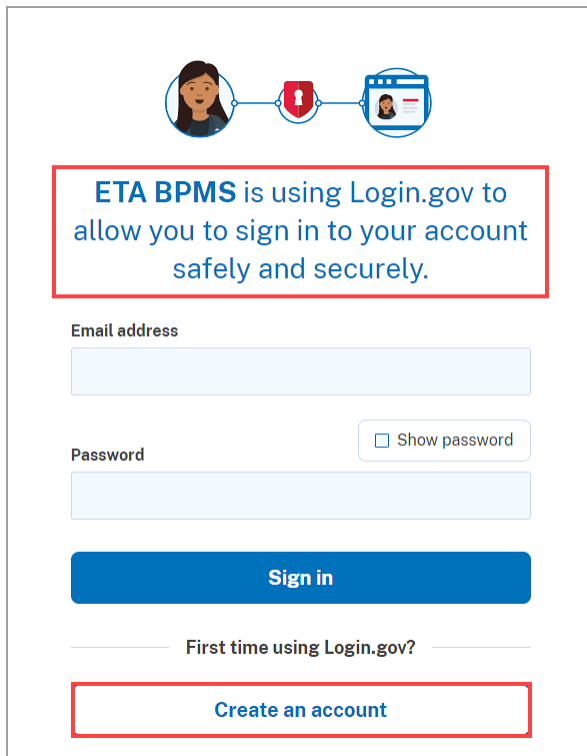


Figure 8 - Login.gov Sign in

3 RAPIDS 2.0 Home, Navigation, and Actions Menus

RAPIDS 2.0 Home page displays a list of Apprenticeship Programs to manage. In addition, you will find the following links on the left Navigation menu:

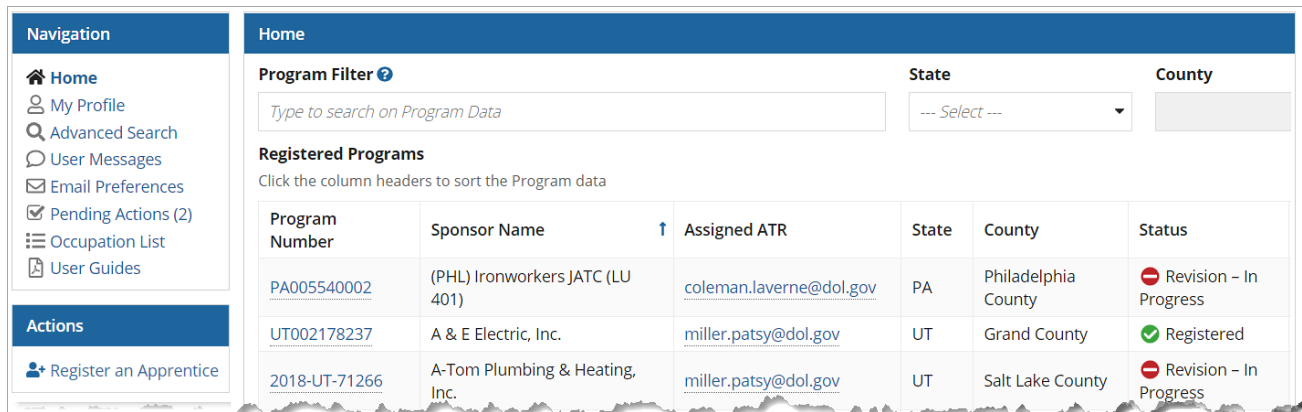


Figure 9 - Home, Navigation and Actions Menu

[Home](#) – Returns you back to the Home page

[My Profile](#) – Contains your Contact Information

[Advanced Search](#) – Perform search on Apprentice, Program, Employer, and Program Occupation

[User Messages](#) – Announcements for new features, technical issues, and planned service outage

[Email Preferences](#) – Turn on Email Notifications for Program and Apprentice updates

[Pending Actions](#) – Sponsor pending actions

[Occupation List](#) – List of Occupations

[User Guides](#) – Various guides on how to navigate RAPIDS 2.0

Find the following link on the Actions menu:

[Register an Apprentice – Register an Apprentice in a Registered Program](#)

3.1 My Profile

My profile contains a collection of information used for personal identification.

1. To edit your profile, select “Edit Profile.”
2. Enter your contact information.
3. Select “Save Changes.”

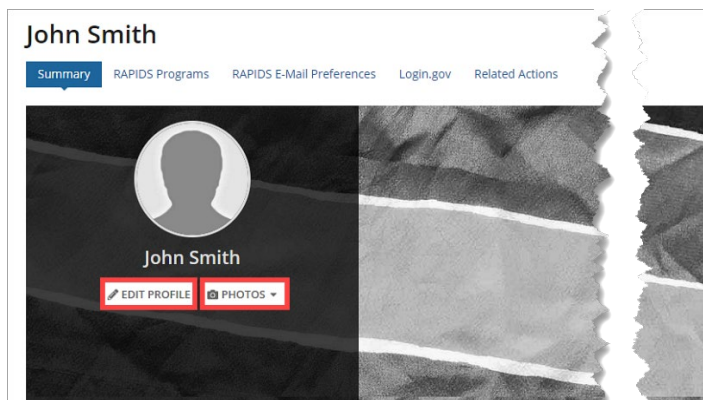


Figure 10 - RAPIDS Profile and Cover Photo

3.1.1 Profile & Cover Photo

1. To upload a picture, select “Photos.”
2. Select “Change Profile Photo” to change the profile photo, upload the photo (.jpg only), adjust the image, and select “Change the Photo.”
3. Select “Change Cover Photo to change cover photo, upload the photo (.jpg only), adjust the image, and select “Change the Photo.”

3.1.2 RAPIDS Programs

View and edit your RAPIDS programs.

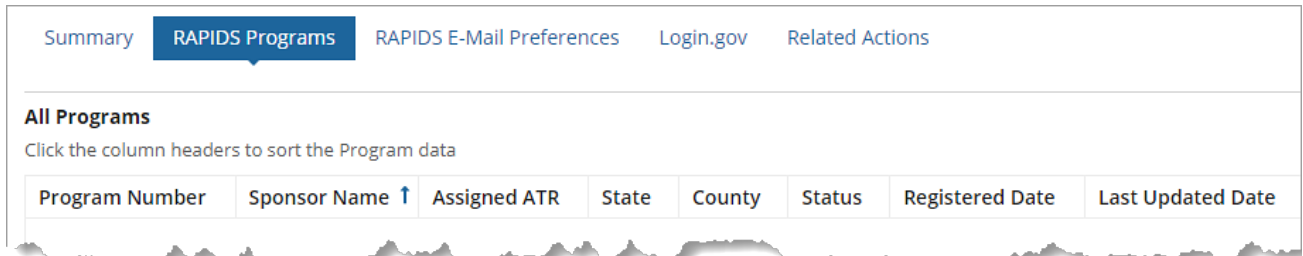


Figure 11 - RAPIDS Programs

3.1.3 RAPIDS Email Preferences

Setup notifications and requests for Sponsor and Employer user email preferences.

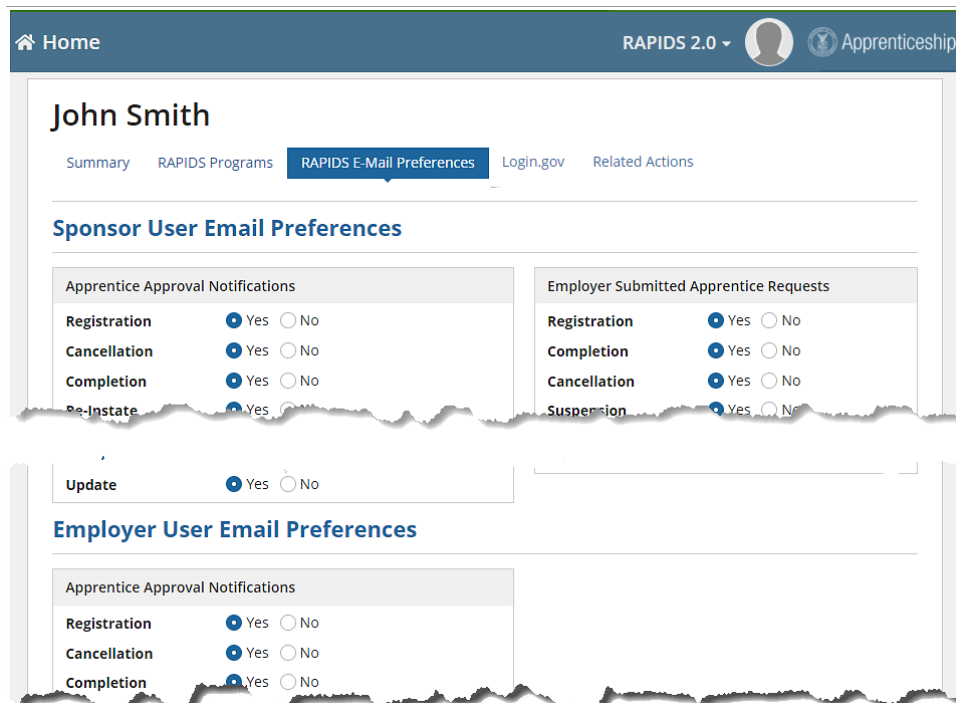


Figure 12 - RAPIDS Email Preferences

3.2 Related Actions

Use Related Actions to update, add, or modify information to a record. Choose from a list of available related actions.

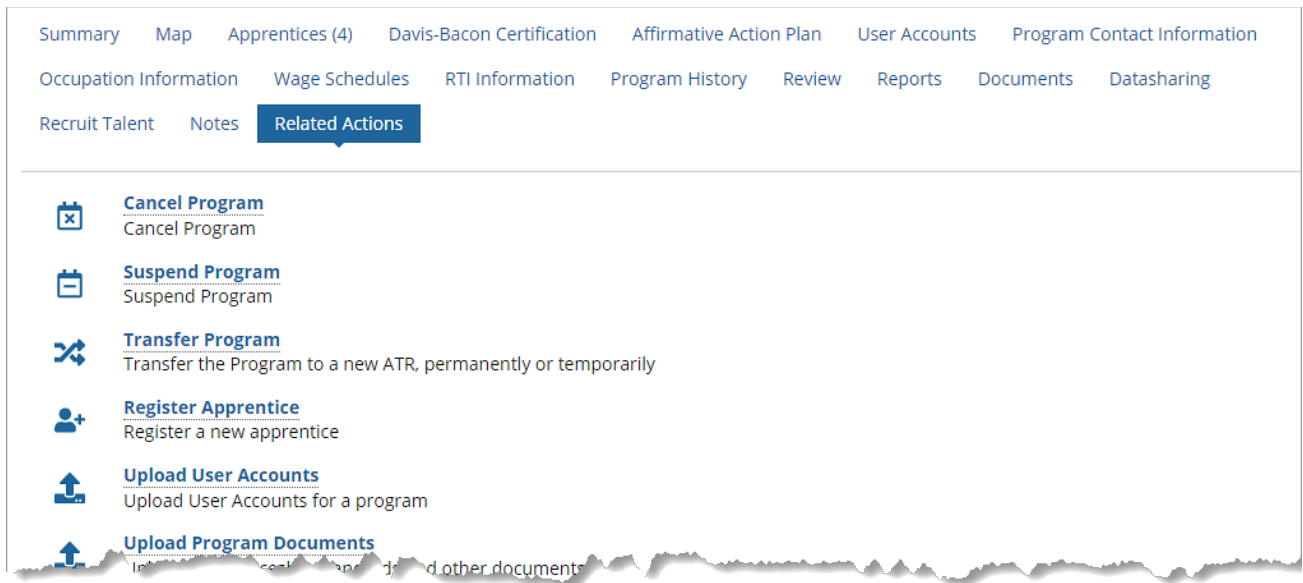


Figure 13 - Related Actions

3.3 Advanced Search

The Advanced Search feature allows Sponsors to search and filter for their specific data within RAPIDS 2.0

1. Select “Advanced Search” in the Navigation menu.
2. Select the type of search: Apprentice, Program, Employer, or Program Occupation.
3. Enter search criteria.
4. Select “View Results.”

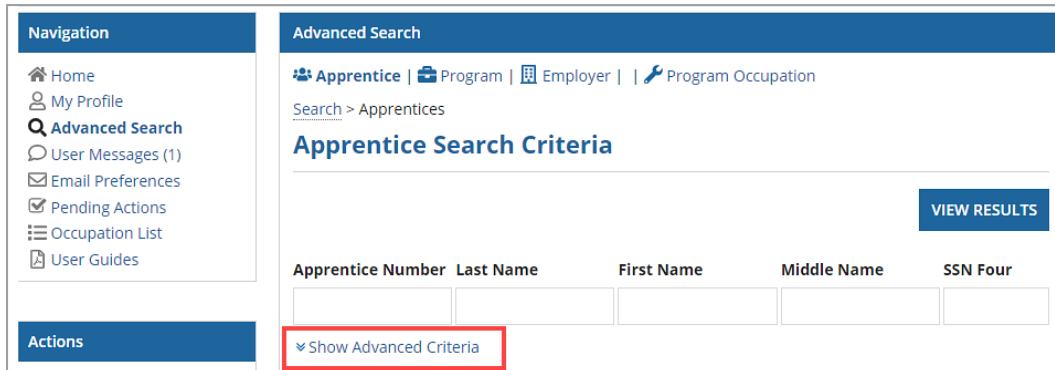


Figure 14 - Apprentice Search Criteria

QUICK TIP: Select “Show Advanced Criteria” to expand your search and provide more specific criteria, such as Date ranges, Demographics, Occupations, etc.

3.3.1 CSV Download and Choose Data Elements

After completing an “Advanced Search,” two selectors are available to “Generate Document” or “Choose Data Elements.”

3.3.1.1 Generate Document

1. Select “Generate Document.”

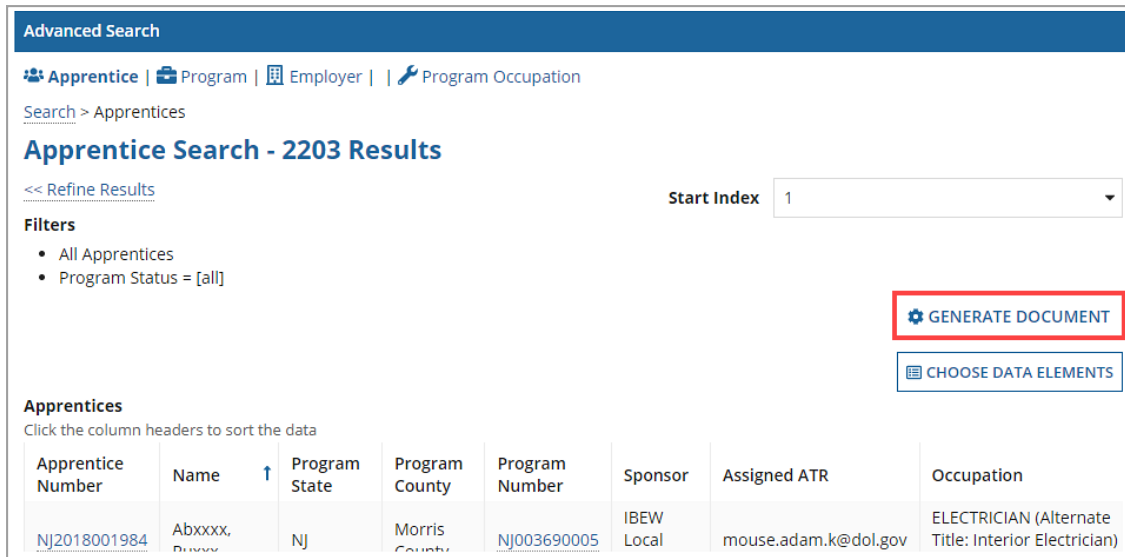


Figure 15 - RAPIDS Advanced Search – Generate Document

2. Click “I Agree” on the Warning window.

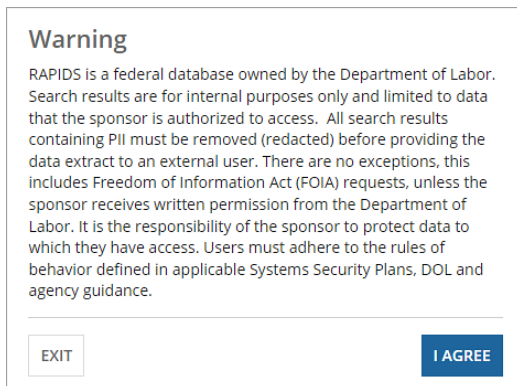


Figure 16 - I Agree Warning Window

3. Select “View CSV Download.”



Figure 17 - RAPIDS Advanced Search – View CSV Download

4. Select Document Download Link “Apprentice Search.csv.”

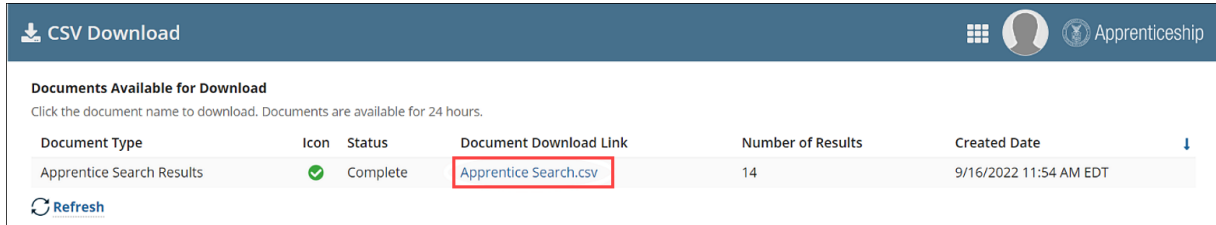


Figure 18 - RAPIDS Advanced Search – Document Download

3.3.1.2 Choose Data Elements

You can select specific data elements to populate for a generated document.

1. Select “Choose Data Elements.”

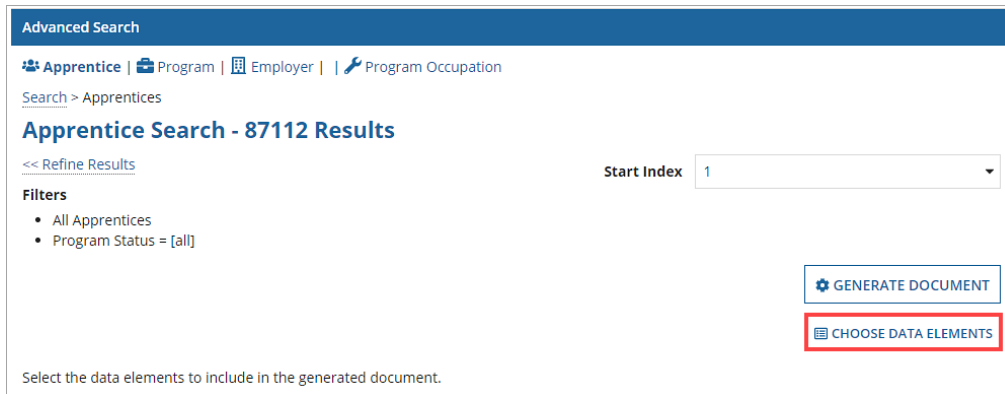


Figure 19 - RAPIDS Advanced Search – Choose Data Elements

2. Select desired Data Elements including PII-restricted data elements as applicable.
3. Select “Generate Document.”
4. Click “I Agree” on the Warning window.
5. Select “View CSV Download.”
6. Select Document Download Link “Apprentice Search.csv.”

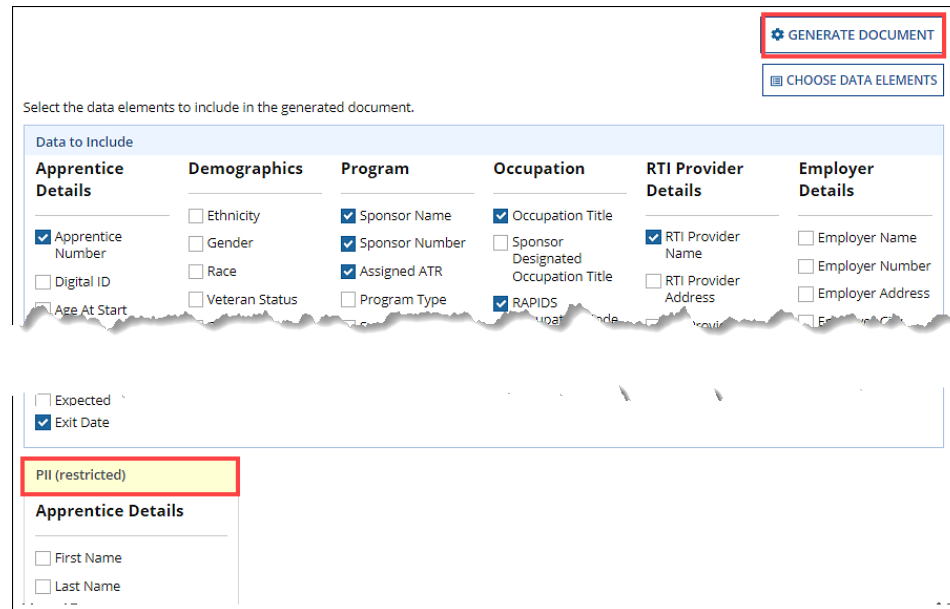


Figure 20 - RAPIDS Advanced Search – PII Restricted – Generate Document

3.4 User Messages

The System Administrators will use the User Messages feature to notify you of any upcoming system maintenance; new features added, system bugs, or other pertinent information. These announcements also show up within the homepage banner to capture a user’s attention more easily.

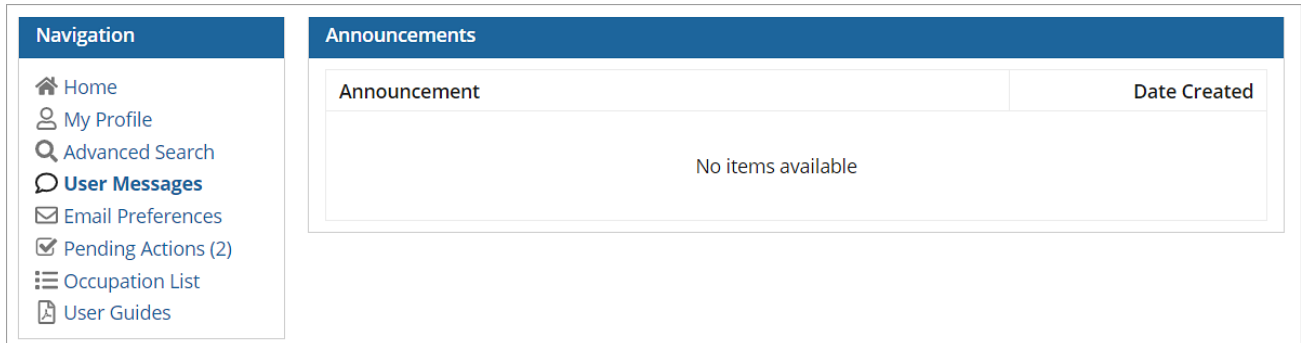


Figure 21 - User Messages

3.5 Pending Actions

The Pending Actions page is a quick and easy way for a user to see Pending Apprentice Actions, including Registration, Re-Instate, Update, Cancel, Complete, Interim Complete, Suspend, and Transfer. Detailed instructions on how to complete the above-listed actions are available in the Apprentice section. Actions can be accessed by selecting the quick links above the search tool, which will display all pending actions of that type, or by entering an Apprentice’s name or Apprentice number in the search bar. There is also the ability to generate a document with specified Apprentice information based on search results returned.

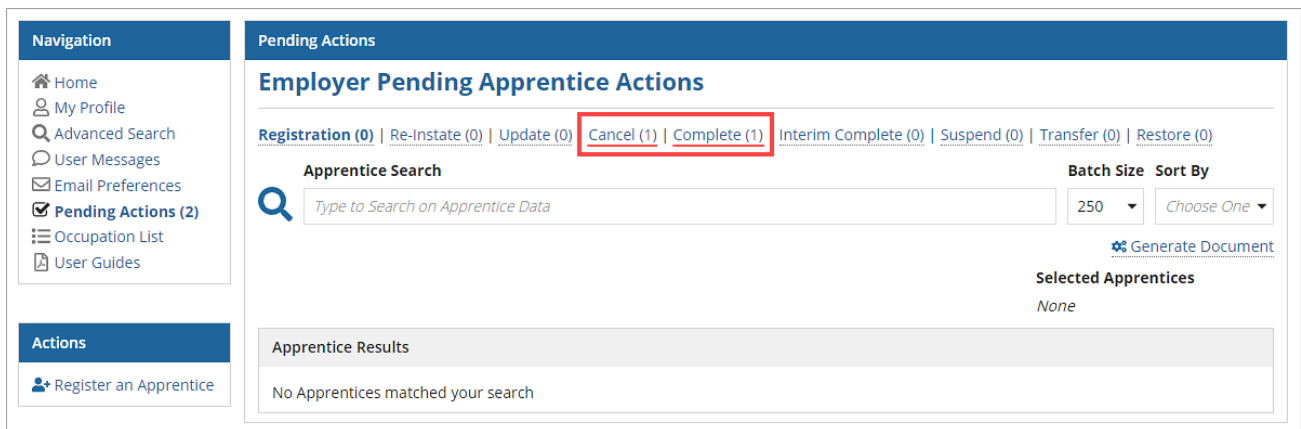


Figure 22 - RAPIDS Pending Actions

3.6 Occupation List

Search this page to explore and decide which occupation you would potentially like to add to your Program by searching the list of available occupations approved by DOL and a user’s specific State Apprenticeship Agency (SAA) (where applicable). You can search for a specific occupation or multiple occupations based on their search parameters. Search results can be viewed in an on-screen grid and can be downloaded to an Excel file using the “Generate Document” link. Once search results are returned, the user can click the hyperlinked Occupation Title.

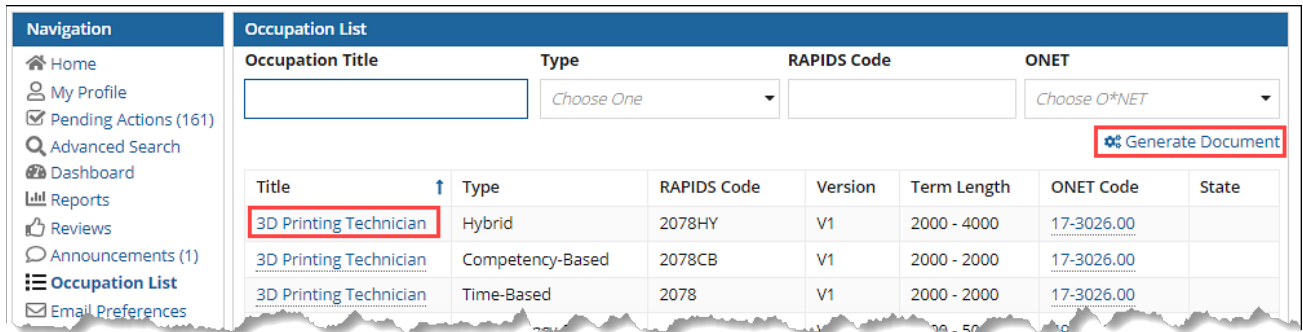


Figure 23 - RAPIDS Occupation List

View the Occupation details, the DOL Bulletin, and generate the Work Process Schedule (WPS) document in Word. Use this as a template to create a new occupation that meets the needs for another program.

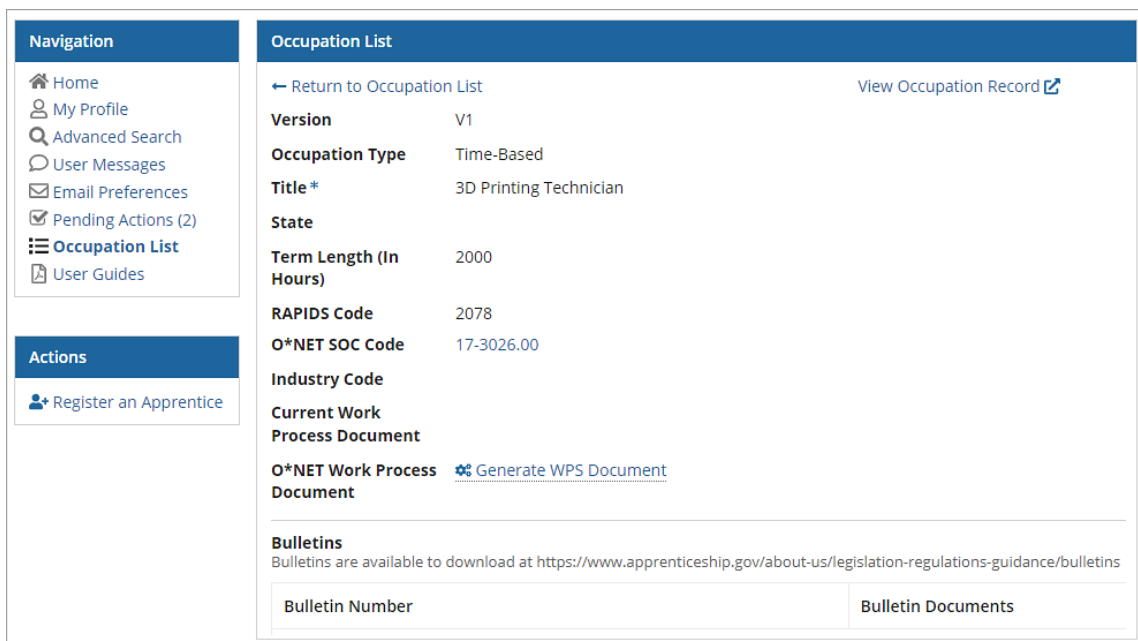


Figure 24 - RAPIDS Occupation List Details

3.7 User Guides

The User Guides were created to help you have a more thorough understanding of the capabilities of the RAPIDS 2.0 system and the actions that need to be performed to successfully run the Apprenticeship Program. Select a User Guide to download.

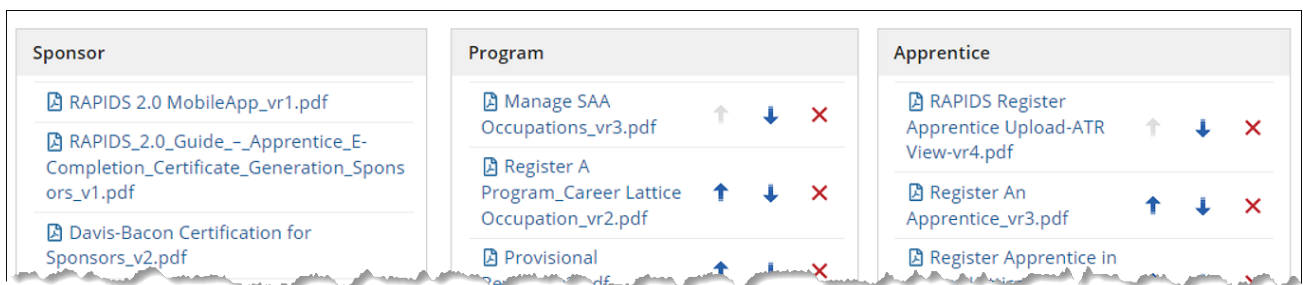


Figure 25 - RAPIDS 2.0 User Guides

4 Program Actions

Program-level actions within the system may or may not require ATR approval (see list below). When an action requiring ATR approval is taken, the system automatically notifies your ATR. Once the ATR approves the requested action, the change will be automatically reflected in the system. For actions not requiring ATR approval, you should see your changes reflected in the system immediately.

Table 1 - Program Level Actions

| Program Level | Actions/Updates | ATR Approval | Requires ATR Approval |
|------------------------|--|------------------------|-----------------------|
| Update Program | Sponsor Information | Update Program | X |
| | Parent Organization/ National Affiliation | | |
| | Contact Information | | |
| | Employer Information | | |
| | Program Information | | |
| Occupation Information | NAICS Code | | |
| | Add Program Occupation | Occupation Information | X |
| | Edit Occupation | | |
| | Delete Occupation | | |
| CL Occupation | Disable Occupation | | |
| | Apprenticeable Occupations featuring two (2) or more levels of an occupation | CL Occupation | |
| Wage Schedules | Add a New Wage Schedule | Wage Schedules | X |
| | Edit Wage Schedule | | X |
| | Disable Wage Schedule | | X |
| RTI Information | Add New RTI Provider | RTI Information | |
| | Disable RTI Provider | | |
| | Update RTI Provider | | |
| Employer | Add Employer | Employer | X |
| | Update Employer | | |
| | Disable Employer | | |
| Contacts | Add Contacts | Contacts | |
| | Update Contacts | | |
| | Delete Contacts | | |
| User Accounts | Add Users | User Accounts | |
| | Update Users | | |
| | Activate Users | | |
| NAICS Code | Change NAICS Code | NAICS Code | |

4.1 Program Information and Updating Programs

1. From your Homepage, locate or search for your Program and select the hyperlinked Registered Program, which will take you to that Program’s Summary Page that displays program statistics.
2. Select the “Program Information” tab to review the Registered Program data.

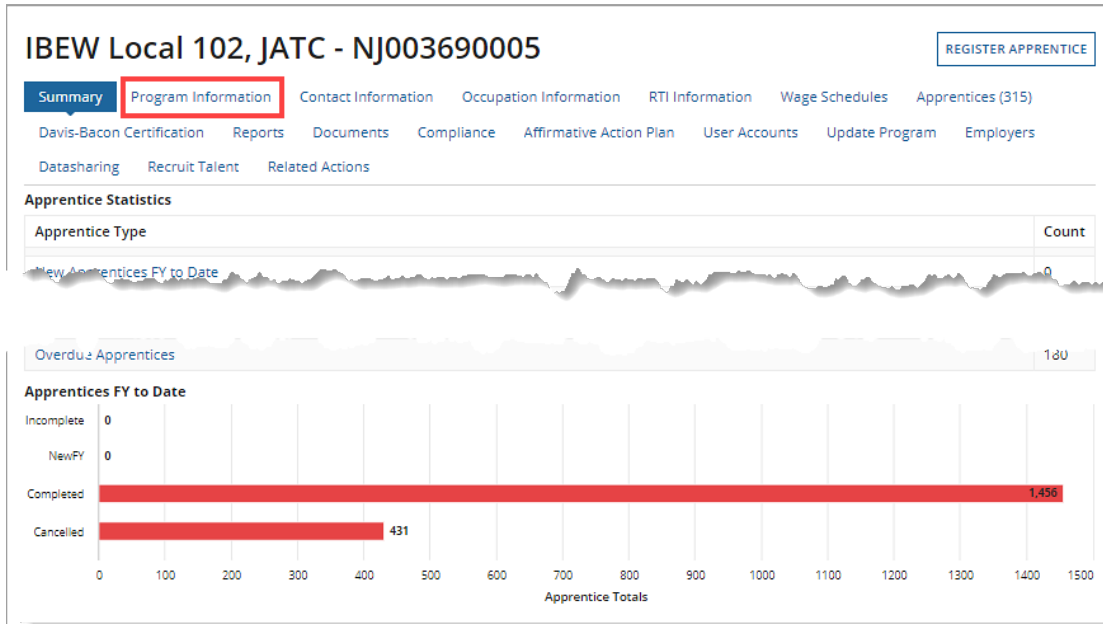


Figure 26 - RAPIDS Program Information

3. To update your program information, select the “Update Program” tab.
4. Enter the changes.
5. Select “Save & Request Program Update.”

The screenshot displays the 'Update Program' tab for 'IBEW Local 102, JATC - NJ003690005'. The navigation menu includes 'Summary', 'Program Information', 'Contact Information', 'Occupation Information', 'RTI Information', 'Wage Schedules', 'Apprentices (315)', and 'Davis-Bacon Certification'. Below the menu, there are links for 'Reports', 'Documents', 'Compliance', 'Affirmative Action Plan', 'User Accounts', 'Update Program' (highlighted), 'Employers', 'Datasharing', 'Recruit Talent', and 'Related Actions'. The main content area shows 'Program Sponsor's Identifying Information' with the following fields:

- EIN: [Empty field]
- Sponsor Name*: IBEW Local 102, JATC
- Sponsor Address*: 50 Parsippany Road
- City*: Parsippany
- State*: New Jersey
- Zip*: 07054
- County*: Morris County
- Program Number: NJ003690005
- Doing Business As (DBA): If Applicable

Below the identifying information, there is a section for 'Current Status Information':

- Status: Registered
- Status Last Updated: Nov 3, 2022
- Status Last Updated By: Wally West

A 'SAVE & REQUEST PROGRAM UPDATE' button is located at the bottom right of the form.

Figure 27 - RAPIDS Update Program Information

4.2 Program Contact Information

Manage and modify program contact information. Program contacts are not the same as user accounts.

1. To edit, click the hyperlinked "Contact Name."
2. To add as a user, click "Add Program Contacts."
3. To remove them, click the "X" in the Action column.
4. To add a contact as a user, click "Create Account."

Ahlstrom Electrical Services, Inc. - 2020-UT-79716

Summary
Program Information
Contact Information
Occupation Information
RTI Information
Wage Schedules
Apprentices (2)
Davis-Bacon Certification

Reports
Documents
User Accounts
Update Program
Datasharing
Recruit Talent
Related Actions

Program Contact Information

Program Contacts
Click the contact name to edit the contact information.

| Name | Phone | Address | Program Contact Type | User Account | Action |
|--|-------------------------------|---|--|------------------|--|
| Jox Ahxxxxxx 1 joeahlstrom@appteon.com | Phone: (111) 111-1111 Ext: | 123 Fake St Riverton, Utah 84065 | Sponsor 4 | + Create Account | 3 |
| Stephanie Schmitt Stephanie@gmail.com | Phone: (444) 444-4444 Ext: | 1108 NATALYNS TRCE LEBANON, District Of Columbia 62254 | Complaint | + Create Account | X |

[+ Add Program Contacts](#) 2

Figure 28 - RAPIDS Program Contact Information

4.3 Program Occupation Information

Provides occupation information for Program Sponsor programs that can perform the following actions:

- A. Add Program Occupation.
- B. Edit information.
- C. View Apprenticeship Agreement (671).
- D. Delete, but only if no Apprentices were ever assigned to that occupation.
- E. Disable Occupations that are no longer in use but were previously assigned to an Apprentice.
- F. Generate Appendix A.

BARNES AEROSPACE - LANSING DIVISION - MI007060006

ADD PROGRAM OCCUPATION A

Summary
Program Information
Contact Information
Occupation Information
RTI Information
Wage Schedules
Apprentices (1)
Davis-Bacon Certification

Reports
Documents
User Accounts
Update Program
Datasharing
Recruit Talent
Related Actions

Occupation Information

Occupation Type
 Active Inactive All

| Occupation | Status | Actions |
|--|-------------------------------|--|
| NONDESTRUCTIVE TESTING (NDT) (Existing Title: Non-Destructive Tester) (1010HY) V1 Hybrid Active 0 Pending 0 Cancelled 0 Completed 0 Term Length 2000 Hours Probation 500.00 Hours Journeyworker Count 5.00 Average Journeyworker Wage | Registration Pending Approval | <div style="display: flex; justify-content: space-around; align-items: center;"> B C D E F </div> |

Figure 29 - RAPIDS Program Occupation Information

4.4 ...Program RTI Providers

The RTI Information page shows active RTI Providers available to select for new Apprentice Registrations. The drop-down filters for Inactive, Pending, and Providers from Disabled Occupations.

Add additional Providers to your program by selecting “Add New RTI Provider” in the upper-right corner.

The screenshot shows the RAPIDS 2.0 interface for program **KLIMAN-TEST/COMPANY - IL004050003**. The top navigation bar includes "HOME", "STANDARDS BUILDER", "RAPIDS 2.0", and "Apprenticeship". The main navigation menu includes "Summary", "Program Information", "Contact Information", "Occupation Information", "RTI Information" (selected), "Wage Schedules", "Apprentices (8)", "Davis-Bacon Certification", "Reports", "Documents", "Compliance", "Affirmative Action Plan", "User Accounts", "Employers", "Datasharing", "Recruit Talent", and "Related Actions".

The "Related Training/Information Providers" section features a table with the following data:

| <input type="checkbox"/> | Provider Name | Occupation | Instructor | Method Type | Length of Instruction | Provider Type |
|--------------------------|--|--------------------------------|---------------|---------------------|-----------------------|--------------------------------------|
| <input type="checkbox"/> | AMERICAN CULINARY FEDERATION INC (ACF) | Sous Chef | Kivi Hermans | Correspondence/Shop | 240 Hours (Total) | Other - |
| <input type="checkbox"/> | American Culinary Federation, Inc. Florida | Chef | Kivi Hermans | Web-Based Learning | 420 Hours (Total) | Community College / Technical School |
| <input type="checkbox"/> | ROCK VALLEY COLLEGE | MOLD MAKER, DIE-CAST & PLASTIC | Ronda Kliman | Classroom | 608 Hours (Total) | Other - |
| <input type="checkbox"/> | the ABBEVILLE HIGH SCHOOL | CUTTER, MACHINE 1 | Natalie Fox | Classroom | 432 Hours (Total) | Vocational School |
| <input type="checkbox"/> | TRIDENT TECHNICAL COLLEGE/SPONSOR | TRUCK DRIVER, HEAVY | Mitchell Harp | Classroom | 144 Hours (Annually) | Community College / Technical School |

Below the table is a "Generate Document" button. To the left, there is a "RTI Provider Status" dropdown menu with options: Active (highlighted), Inactive, Occupation Disabled, Pending, and View All. There are also "UPDATE" and "DISABLE" buttons.

Figure 30 - RAPIDS Program RTI Information

Complete the form and save the RTI Provider information.

The "Occupation Selection" form contains the following fields and options:

- * Occupation:** A dropdown menu with "-- Select Occupation --".
- Choose a Provider:** Radio buttons for "Choose an Existing Provider" (selected), "Add a new Provider", and "Community Colleges".
- * Provider:** A text input field with the placeholder "Type to search on RTI Providers".
- * Instruction Method:** Checkboxes for "Classroom", "Correspondence/Shop", and "Web-Based Learning".
- * Provider Type:** Checkboxes for "Sponsor", "Community College / Technical School", "Vocational School", and "Other".
- Add New RTI Provider Contact:**
 - * First Name:** Text input field.
 - * Last Name:** Text input field.
 - Telephone:** Text input field with placeholder "(123) 456-7890".
 - Email:** Text input field with placeholder "yourname@domain.com".

At the bottom of the form are "CANCEL" and "SAVE RTI PROVIDER" buttons.

Figure 31 - RAPIDS Program – Add RTI Provide

4.5 Program Wage Schedules

Search Wage Schedules using the filtering tool to Add, View, Edit, Delete, or Disable schedules.

A. Select “Add Wage Schedule” to add additional Wage Schedules to a Program Occupation.

Cameron Tool Corporation - MI007780018

Summary Program Information Contact Information Occupation Information RTI Information **Wage Schedules** Apprentices (11)

Davis-Bacon Certification Reports Documents Affirmative Action Plan User Accounts Update Program Datasharing Recruit Talent Related Actions

| Name | Occupation | Journeyworker Wage | Start Wage | End Wage | Edit | Disable/Delete |
|-------------------------|---|--------------------|------------|----------|------|----------------|
| MACHINIST-2018 | MACHINIST (Alternate Title: Precision Machinist) (0296) V1 Time-Based | \$21.00 | \$13.00 | \$21.00 | Edit | Disable |
| TOOL AND DIE MAKER-2018 | TOOL AND DIE MAKER (0586) V1 Time-Based | \$21.00 | \$13.00 | \$21.00 | Edit | Disable |

Figure 32 - Program Wage Schedule

B. Use the “Occupation Filter” drop-down to choose a Program.

C. Complete the required fields.

D. Click “Edit Wage Schedule.”

Occupation Selection

B * Occupation Filter: MACHINIST (Alternate Title: Precision Machinist) (Time-...
Choose the program occupation to add the new wage schedule

Wage Schedule Information - Time-Based

* Name:
Enter a name for this wage schedule to identify when registering an apprentice.

Description:
Enter details such as the location

* Journeyworker Wage: **C** Units for Journeyworker Wage: Hourly

| period | % of Journeyworker Wage | Duration (Hours) | Wage (Hourly) | Description |
|----------|-------------------------|------------------|----------------------|----------------------|
| 1st | <input type="text"/> | 8000 | <input type="text"/> | <input type="text"/> |
| End Wage | 100% | 8000 Hours | <input type="text"/> | <input type="text"/> |

+ Add Additional Wage Level

CANCEL **D** SAVE WAGE SCHEDULE

Figure 33 - Occupation Selection

4.5.1 Bulk Update Request for Wage Schedules

A. Select “Update Wage Schedule.”

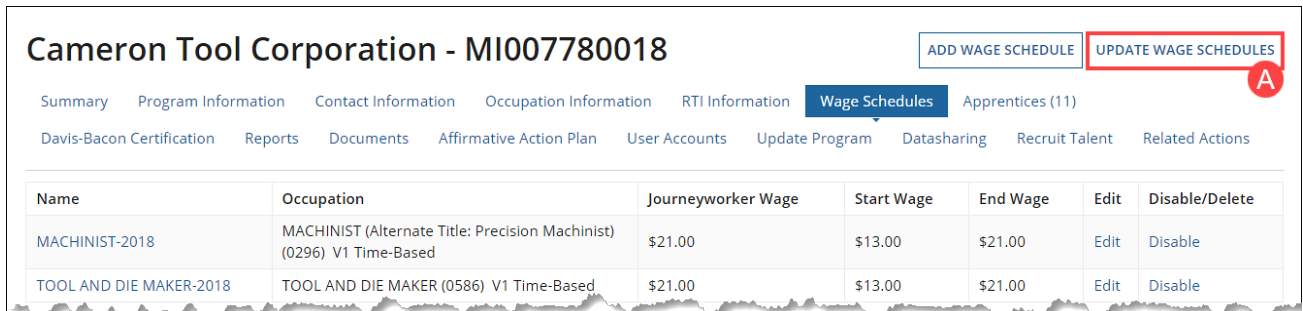


Figure 34 - Update Wage Schedule

B. On the “Related Actions” tab, select multiple or all Wage Schedules.

C. Click “Next.”

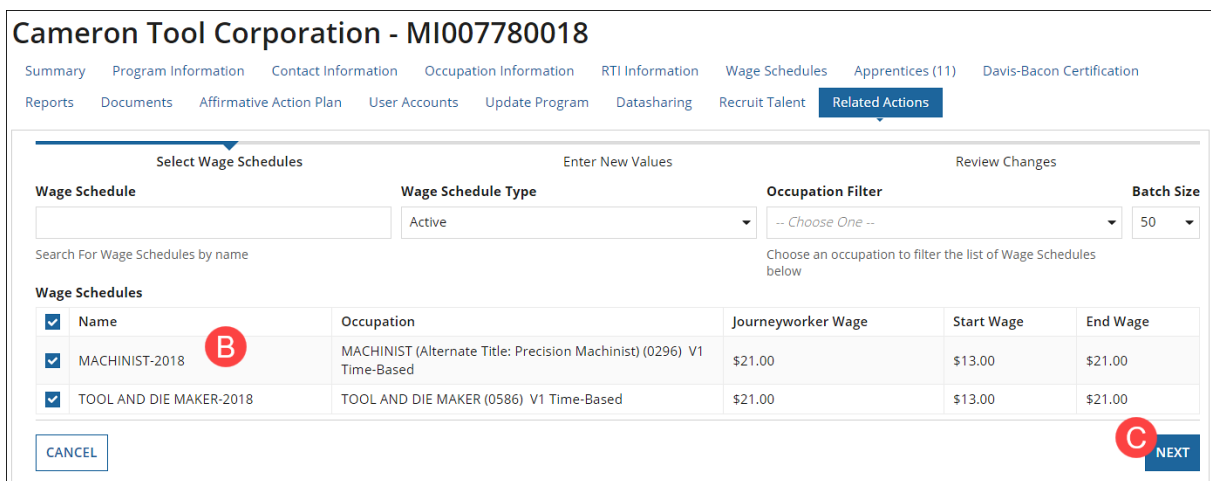


Figure 35 - Related Actions Tab

D. Complete optional entries.

E. Select Units for Wages from drop-down.

F. Click “Review Bulk Update Request.”

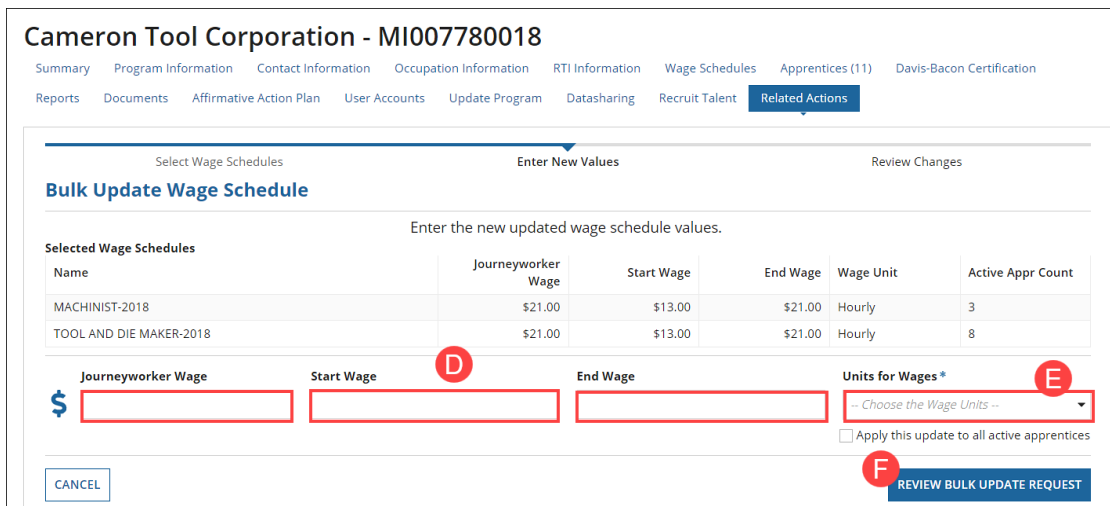


Figure 36 - Bulk Update Wage Request

G. Click "Submit Bulk Update Request."

Cameron Tool Corporation - MI007780018

[Summary](#) | [Program Information](#) | [Contact Information](#) | [Occupation Information](#) | [RTI Information](#) | [Wage Schedules](#) | [Apprentices \(11\)](#) | [Davis-Bacon Certification](#)
[Reports](#) | [Documents](#) | [Affirmative Action Plan](#) | [User Accounts](#) | [Update Program](#) | [Datasharing](#) | [Recruit Talent](#) | **Related Actions**

Select Wage Schedules
Enter New Values
Review Changes

Review the updated wage schedules below.

Wage Schedule - MACHINIST-2018

Current Wage Schedule

Journeyworker Wage
\$21.00

Start Wage
\$13.00

End Wage
\$21.00

Levels

| Duration | Completion Wage | % of Journeyworker Wage |
|------------|-----------------|-------------------------|
| 1000 | \$20.00 | 95.24% |
| 8000 Hours | \$21.00 | 100% |

Updated Wage Schedule

Journeyworker Wage
\$21.00

Start Wage
\$13.00

End Wage
\$21.00

Levels

| Duration | Completion Wage | % of Journeyworker Wage |
|------------|-----------------|-------------------------|
| 1000 | \$20.00 | 95.24% |
| 8000 Hours | \$21.00 | 100% |

Wage Schedule - TOOL AND DIE MAKER-2018

Current Wage Schedule

Journeyworker Wage
\$21.00

Start Wage
\$13.00

End Wage
\$21.00

Levels

| Duration | Completion Wage | % of Journeyworker Wage |
|------------|-----------------|-------------------------|
| 1000 | \$13.00 | 61.9% |
| 8000 Hours | \$21.00 | 100% |

Updated Wage Schedule

Journeyworker Wage
\$21.00

Start Wage
\$13.00

End Wage
\$21.00

Levels

| Duration | Completion Wage | % of Journeyworker Wage |
|------------|-----------------|-------------------------|
| 1000 | \$13.00 | 61.9% |
| 8000 Hours | \$21.00 | 100% |

CANCEL
BACK

G
SUBMIT BULK UPDATE REQUEST

Figure 37 - Submit Bulk Update Request

4.6 Program Apprentices

Apprenticeship programs enable employers to develop and apply industry standards to training programs for registered Apprentices. View, search, and edit Programs active Apprentices. Conduct a search using an Apprentice’s full name, partial name, or Apprentice ID.

- A. Filter by “Apprentice Type” and “Occupation.”
- B. View or edit an Apprentices’ details by selecting the hyperlinked “Apprentice Numbers.”
- C. Check marking the box before an Apprentice or group of Apprentices for bulk actions will activate the “Action” buttons available for the selected Apprentices.
- D. Upload a batch of new Apprentices using the “Apprentice Excel Upload” button.
- E. All search results can be downloaded as a .csv file using the “Generate Document” and “Choose Data Elements” section.

IBEW Local 102, JATC - NJ003690005

REGISTER APPRENTICE APPRENTICE EXCEL UPLOAD

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (315) Davis-Bacon Certification Reports

Documents Compliance Affirmative Action Plan User Accounts Update Program Employers Datasharing Recruit Talent Related Actions

Search Apprentice Type: Active Occupation: -- Select an Occupation -- Batch Size: 250

COMPLETE CANCEL TRANSFER RE-INSTATE SUSPEND UPDATE GENERATE 671 GENERATE ONLINE CERTIFICATE RESTORE

GENERATE DOCUMENT CHOOSE DATA ELEMENTS

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions.

| <input type="checkbox"/> | Apprentice Number | Name | Occupation | Status | Date Apprenticeship Begins | Registration Date | Expected Completion Date | History |
|-------------------------------------|-------------------|--------------------|--|------------|----------------------------|-------------------|--------------------------|---------|
| <input checked="" type="checkbox"/> | NJ07N014670 | ABxxxxxx, HAxxx | ELECTRICIAN (Alternate Title: Interior Electrician) (0159) V1 Time-Based | Registered | 8/31/2007 | 8/31/2007 | 12/31/2024 | View |
| <input checked="" type="checkbox"/> | NJ2020001563 | Acxxxx, Mibxxxx N. | TELECOMMUNICATIONS TECHNICIAN (Alternate Title: Broadband Technician) (0618) V1 Time-Based | Registered | 10/19/2020 | 10/29/2020 | 10/21/2024 | View |
| <input checked="" type="checkbox"/> | NJ04N005642 | ADxxx, BRxxx | ELECTRICIAN (Alternate Title: Interior Electrician) (0159) V1 Time-Based | Registered | 6/25/2004 | 6/25/2004 | 12/31/2024 | View |
| <input type="checkbox"/> | NJ2020001754 | Adxxxx, Juxx L. | TELECOMMUNICATIONS TECHNICIAN (Alternate Title: Broadband Technician) (0618) V1 | Registered | 10/19/2020 | 11/24/2020 | 10/21/2024 | View |

Figure 38 - RAPIDS Program Apprentices

4.7 Davis-Bacon Certification

The Davis-Bacon certification is for construction related Apprenticeship occupations. It certifies the Apprentice was enrolled in the Apprenticeship

- A. Use the “Renew” link to automatically update the date of a previous Davis-Bacon Certification using today’s date.
- B. To request a new Davis-Bacon Certification, click “Request a New Davis-Bacon Certification.”
- C. View the document by selecting the “View Document” hyperlink.
- D. View Apprentices by selecting hyperlinked “Apprentice Number.”

AMERICAN AUTOMATIC SPRINKLER - 2016-TX-281

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (3) **Davis-Bacon Certification**

Reports Documents User Accounts Update Program Datasharing Recruit Talent Related Actions

Davis Bacon Certification

Certification Documents

Certification Documents
Download your Davis-Bacon Certification documents below. Use the 'Renew' link to renew a previous Davis-Bacon Certification.

| Document | Apprentices | Recipient Name | Recipient Address | Requested Date | Expiration Date | Renew |
|-------------------------------|----------------------------------|----------------|---|----------------|-----------------|-----------------------|
| View Document | View Apprentices | Moe's Bar | 123 Main St. Springfield, Illinois 11111 | 11/10/2022 | 2/8/2023 | Renew |
| View Document | View Apprentices | Mr. Burns | 123 Nuclear Way Springfield, Illinois 11111 | 11/10/2022 | 2/8/2023 | Renew |

Figure 39 - Individual Davis-Bacon Certification

4.7.1 Individual Davis – Bacon Certification

It can be accessed through the Program Sponsor view or on specific Apprentice pages.

1. Access Program Sponsor view or select a specific Apprentice.
2. Select the “Davis-Bacon Certification” tab on either page.
3. Select “Request a New Davis-Bacon Certification.”

HOME STANDARDS BUILDER RAPIDS 2.0 Apprenticeship

KLIMAN-TEST/COMPANY - IL004050003

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (9) **Davis-Bacon Certification**

Reports Documents Compliance Affirmative Action Plan User Accounts Employers Datasharing Recruit Talent Related Actions

[REQUEST A NEW DAVIS-BACON C...](#)

Figure 40 - Request Individual Davis-Bacon Certification Program Sponsor View

HOME STANDARDS BUILDER RAPIDS 2.0 Apprenticeship

IL2022006040 - Kliman, Suze Test

Summary History Apprenticeship Agreement (671) **Davis-Bacon** Documents Notes Related Actions

[REQUEST A NEW DAVIS-BACON C...](#)

Figure 41 - Request Individual Davis-Bacon Certification Apprentice View

4. Enter Recipient details.
5. Select “Apprentices.”
6. Review data and select “Generate Davis Bacon Document.”

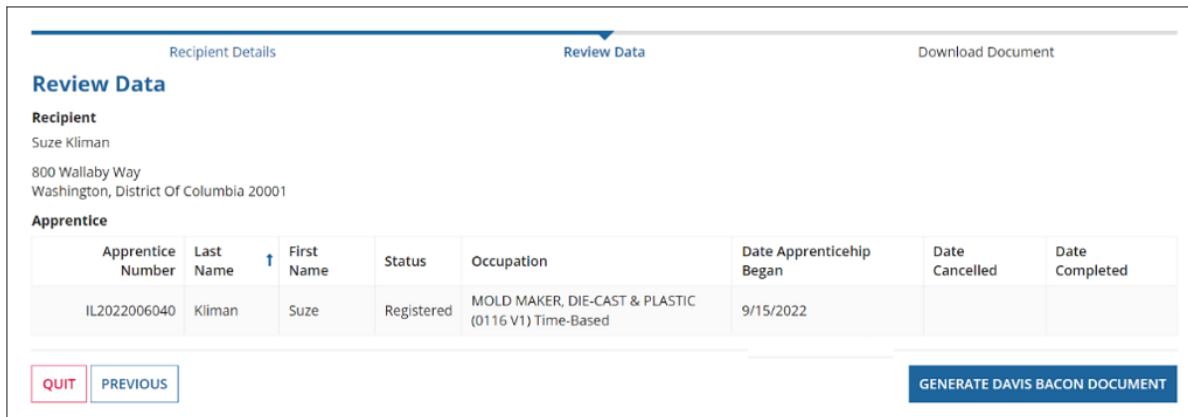


Figure 42 - Individual Davis-Bacon Certification Review

7. Select Download the PDF Icon to download the PDF version of Davis-Bacon Certification.



Figure 43 - Individual Davis-Bacon Certification Download

4.7.2 Bulk Davis-Bacon Certification

It can be accessed through the Program Sponsor view.

1. Access Program Sponsor view.
2. Select the "Davis-Bacon Certification" tab.
3. Select "Request a New Davis-Bacon Certification."

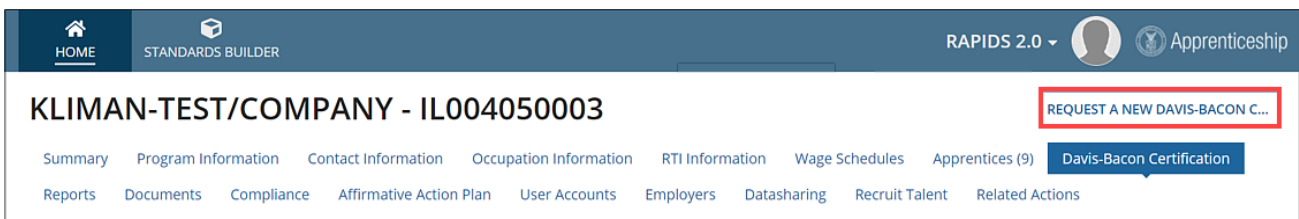


Figure 44 - Request Bulk Davis-Bacon Certification Program Sponsor View

4. Enter Recipient details.
5. Select all or several Apprentices.
6. Select "Add Selected Apprentices" and "Next."

Request a New Davis-Bacon Certification

Recipient Details | **Select Apprentices** | Review Data | Download Document

Select Apprentices

Search:

Apprentice Type: Active | Batch Size: 50

| Apprentice | Apprentice Number | Status | Occupation | Start Date | Exit Date |
|-------------------------------------|-----------------------------------|------------|---|------------|-----------|
| <input type="checkbox"/> | IL2022005346 Aaron, Hank | Registered | CUTTER, MACHINE 1 (0613 V1) Time-Based | 1/1/2020 | |
| <input checked="" type="checkbox"/> | IL2022005813 Doe, Jane | Registered | CUTTER, MACHINE 1 (0613 V1) Time-Based | 7/18/2022 | |
| <input checked="" type="checkbox"/> | IL2022006040 Kliman, Suze Test | Registered | MOLD MAKER, DIE-CAST & PLASTIC (0116 V1) Time-Based | 9/15/2022 | |
| <input checked="" type="checkbox"/> | DC2022000004 Lauper, Cindy | Registered | MOLD MAKER, DIE-CAST & PLASTIC (0116 V1) Time-Based | 3/28/2022 | |
| <input type="checkbox"/> | IL2022005344 Ruth, Babe | Registered | CUTTER, MACHINE 1 (0613 V1) Time-Based | 1/1/2020 | |

Selected Davis Bacon Apprentices

| Apprentice Number | Status | Name |
|--------------------|--------|------|
| No items available | | |

Remove All Selected Apprentices

Figure 45 - Bulk Davis-Bacon Certification – Apprentice

7. Review data and select “Generate Davis Bacon Document.”

Request a New Davis-Bacon Certification

Recipient Details | Select Apprentices | **Review Data** | Download Document

Review Data

Recipient
Bill Nye
800 Wallaby Way
Washington, District Of Columbia 20001

Apprentice

| Apprentice Number | Last Name | First Name | Status | Occupation | Date Apprenticeship Began | Date Cancelled | Date Completed |
|-------------------|-----------|------------|------------|---|---------------------------|----------------|----------------|
| IL2022005813 | Doe | Jane | Registered | CUTTER, MACHINE 1 (0613 V1) Time-Based | 7/18/2022 | | |
| IL2022006040 | Kliman | Suze | Registered | MOLD MAKER, DIE-CAST & PLASTIC (0116 V1) Time-Based | 9/15/2022 | | |
| DC2022000004 | Lauper | Cindy | Registered | MOLD MAKER, DIE-CAST & PLASTIC (0116 V1) Time-Based | 3/28/2022 | | |

Figure 46 - Bulk Davis-Bacon Certification – Review

8. Select Download PDF Icon to download PDF version of the Bulk Davis-Bacon Certifications

Request a New Davis-Bacon Certification

Recipient Details | Review Data | **Download Document**

Download Document

Davis Bacon Certification
Davis Bacon PDF - IL004050003 09152022_1439 3632743.pdf
9/15/2022 2:39 PM EDT

U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP
APPRENTICESHIP CERTIFICATION

Suze Kliman
800 Wallaby Way
Washington , DC 20001

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program IL004050003 - KLIMAN-TEST/COMPANY:

Figure 47 - Individual Davis-Bacon Certification Download

4.8 Reports

Go to the Program Reports and select a Report Type.



Figure 48 - RAPIDS Reports

- A. Choose Status.
- B. Enter “Begin Date” and “End Date.”
- C. Decide whether to “Include last 4 digits of SSN.”
- D. Click to “View Report.”
- E. Click to “View All Reports.”

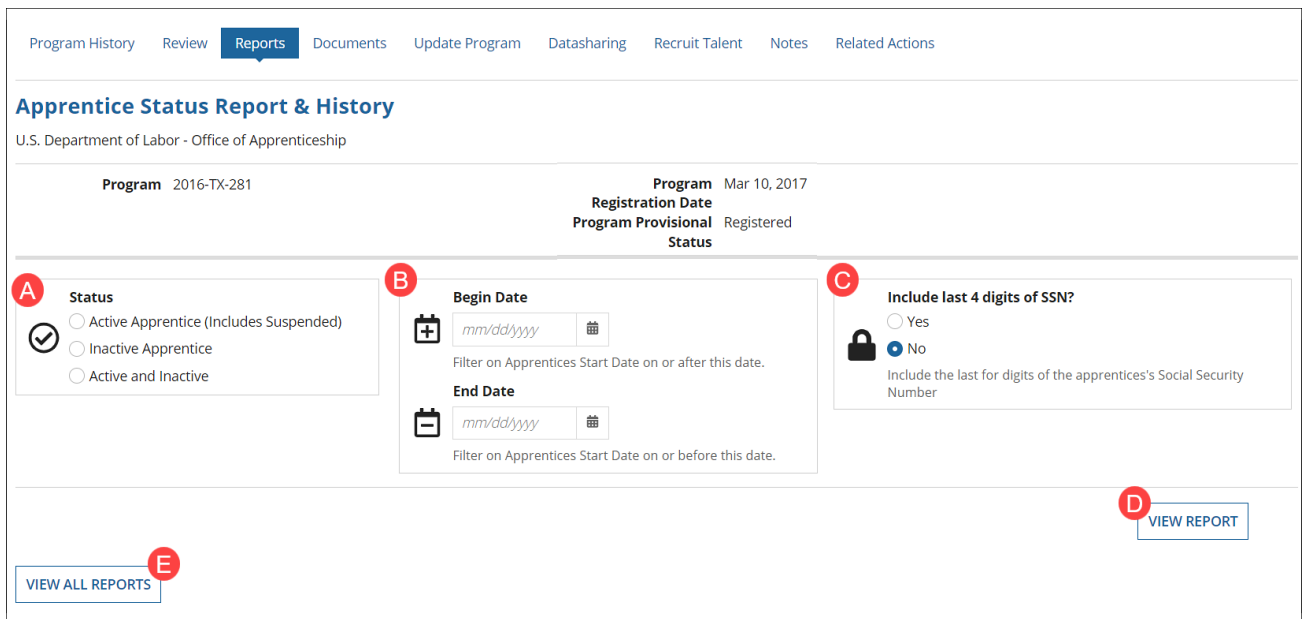


Figure 49 - Apprentice Status Report & History

4.9 Documents

Program uploaded documents are located under the Documents tab.

- A. Use the “Upload Program Documents” button to upload a complete set of Program Standards Documents if your Program Standards were not previously created using the Standards Builder tool.
- B. Download the Certificate of Registration, which is automatically generated by the system at the time your Program is registered by selecting “Certificate of Registration.”
- C. View Uploaded Program documents.
- D. Click the “X” to Delete documents.

NOTE: All generated Bulk Certificates are placed under the “Documents” tab. [Refer to 5.8.3.2 Bulk Completion Certification.](#)

The screenshot shows the user interface for Cameron Tool Corporation - MI007780018. At the top right, there is a red callout 'A' pointing to a button labeled 'UPLOAD PROGRAM DOCUMENTS'. Below the header, there are navigation tabs: 'PROGRAM', 'STANDARDS BUILDER', and 'GENERATED'. The 'PROGRAM' tab is active, and the sub-tab 'Documents' is selected. Below this, there is a section for 'Program Documents' with a red callout 'B' pointing to a 'Certificate of Registration' link. A green checkmark icon and text indicate that the 'Upload Standards Document' button should be used to upload documents. Below this is a table titled 'Program Standards Documents' with a red callout 'C' pointing to the table header. The table has columns for 'Document Name', 'Type', 'Comments', 'Created Date', and 'Delete'. A red callout 'D' points to the 'Delete' column, which contains an 'X' icon. The table contains one row: 'Certificate of Registration' (pdf) created on 2/22/2023 12:33 PM EST.

| Document Name | Type | Comments | Created Date | Delete |
|-----------------------------|------|----------|------------------------|--------|
| Certificate of Registration | pdf | | 2/22/2023 12:33 PM EST | X |

Figure 50 - Upload Program Documents

4.10 Affirmative Action Plan

NOTE: An Affirmative Action Plan (AAP) is required if your program employs (5 or more) Apprentices; otherwise, it is optional.

Choose to use the AAP Builder or upload your own. Program Sponsors can view and download current and previous AAPs. An AAP should cover Apprentices, including the use of goals for underrepresented groups, that currently meet the requirements of either: (a) Executive Order 11246 and section 503 of the Rehabilitation Act; or (b) title VII of the Civil Rights Act of 1964.

The screenshot shows the user interface for the Affirmative Action Plan (AAP) builder. At the top, there is a navigation bar with a user profile icon, the text "RAPIDS 2.0", and the "Apprenticeship" logo. Below this, the page title is "IBEW Local 102, JATC - NJ003690005". A horizontal menu contains various options: Summary, Program Information, Contact Information, Occupation Information, RTI Information, Wage Schedules, Apprentices (315), Davis-Bacon Certification, Reports, Documents, Compliance, Affirmative Action Plan (highlighted), User Accounts, Update Program, and Employers. Below the menu, there is a section titled "Affirmative Action Plan (AAP)". A yellow warning box states: "AAP Required. An AAP is required because your program employs more than 4 apprentices." Below the warning, a welcome message says "Hi Wally, welcome to the AAP builder" and "You can choose to use the AAP Builder to create your Affirmative Action Plan, or upload your own". Two main options are presented: "Use the AAP Builder" and "Upload your own". The "Use the AAP Builder" option includes an illustration of a person pointing at a screen and text stating: "The AAP builder provides a streamlined process for conducting utilization analysis and utilizes the most accurate, up-to-date national demographic data." The "Upload your own" option includes an illustration of a person on a stationary bike and text stating: "Upload your own AAP covering apprentices, including the use of goals for underrepresented groups, that currently meets the requirements of either: (a) Executive Order 11246 and section 503 of the Rehabilitation Act; or (b) title VII of the Civil Rights Act of 1964". At the bottom, there is a link for "> Previous Affirmative Action Plans".

Figure 51 - Affirmative Action Plan

This tool provides a streamlined process of conducting utilization analysis by leveraging the most accurate, up-to-date national demographic data.

Detailed Utilization Analysis data will be obtained by using the Census Data Aggregates. After completing the AAP, the designated Sponsor contact will use DocuSign to digitally sign their approved AAP.

NOTE: If the AAP was sent to the wrong recipient for signature, do not decline the DocuSign, just let your ATR know, and they will update the signer. Uploaded AAPs will not go through the DocuSign process, so they need to be signed by Sponsor and Registration Agency prior to being uploaded.

4.11 User Accounts

4.11.1 Add New User Account

1. Select “User Accounts.”
2. Select “Add New User Account.”

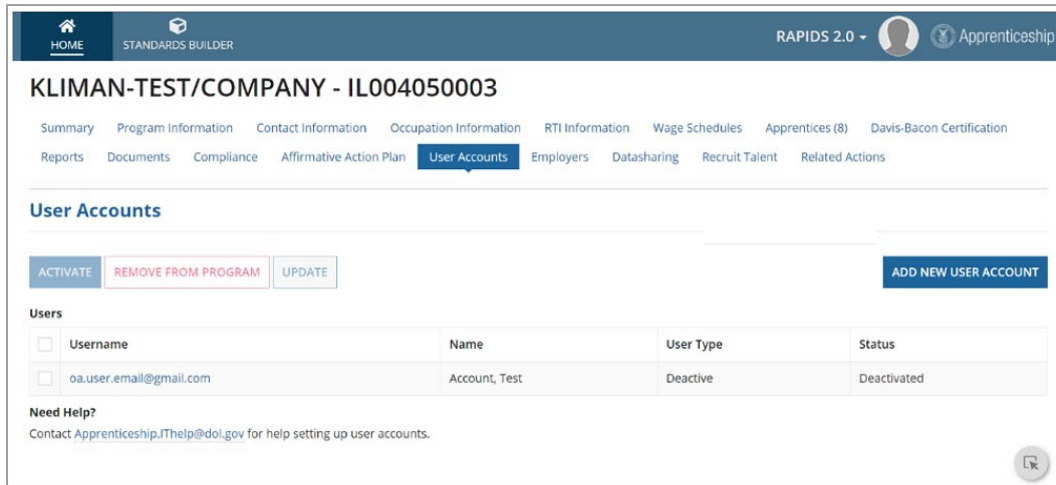


Figure 52 - Program User

3. Enter user’s First Name, Last Name, and Email Address.
4. Select “Add New User Account.”
5. The Sponsor will be sent an email with the instructions on how to set up their Login.gov account. They can also review the Login.gov Account Creation section of this User Guide.
6. Once the Login.gov account is established, they will be able to log into RAPIDS.

4.11.2 Update User Account

1. Select the “User Accounts” tab.
2. Checkmark an active user account.
3. Select “Update.”

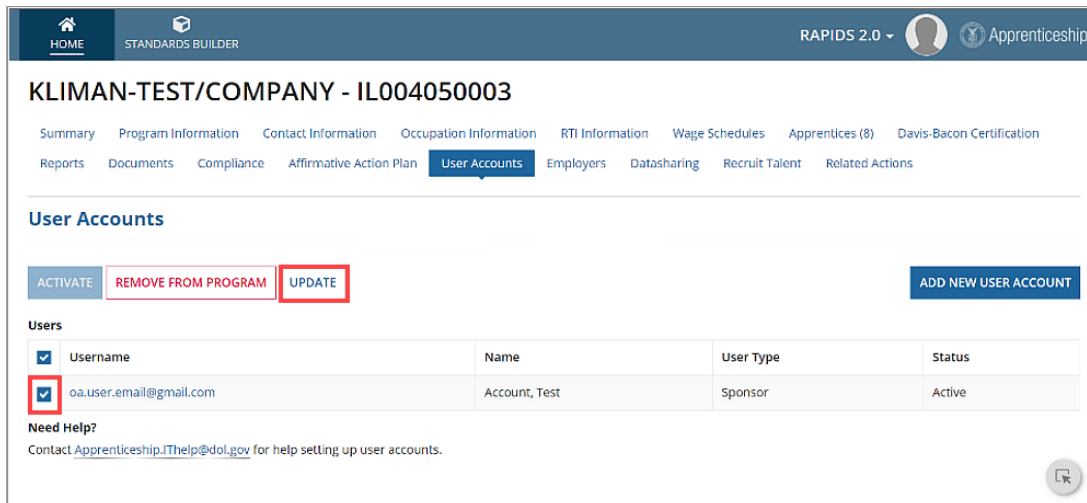


Figure 53 - Update User Account

4. Enter updated User information.
 - a. If an email address needs to be changed, a new RAPIDS User Account must be created.
5. Select “Save.” The system will display a confirmation that the “User was Updated Successfully.”

4.12 Program Employers

Program Sponsors can grant Employer-level access to a RAPIDS program to allow an employer direct access to the system to register and manage their Apprentices within a given program. Use the filtering tool to View, Edit, Delete, or Disable Employers. The following sections walk through the necessary steps to create the Employer.

4.12.1 Add Employer

1. Log in as a Sponsor.
2. Select a “Program.”
3. Select the “Employer” tab.
4. Use the drop-down to change the “Status”.
5. Select “Add Employer.”

QUICK TIP: Search on Existing Employers to control duplicate entries. Select “Employer Excel Upload” to upload Bulk Employers.

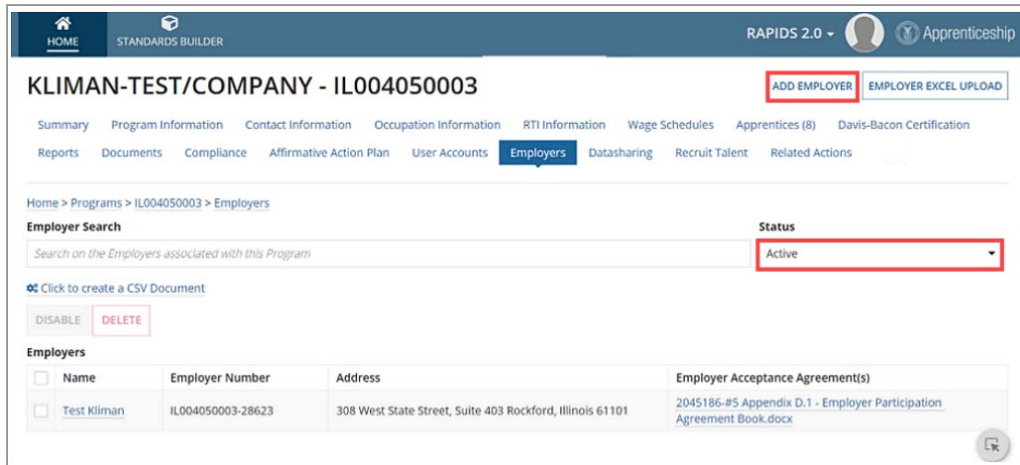


Figure 54 - Add Employer

6. Enter fields for Employer Information on the “Related Actions” tab (* = required).
7. Select “Save Progress” and “Next.”

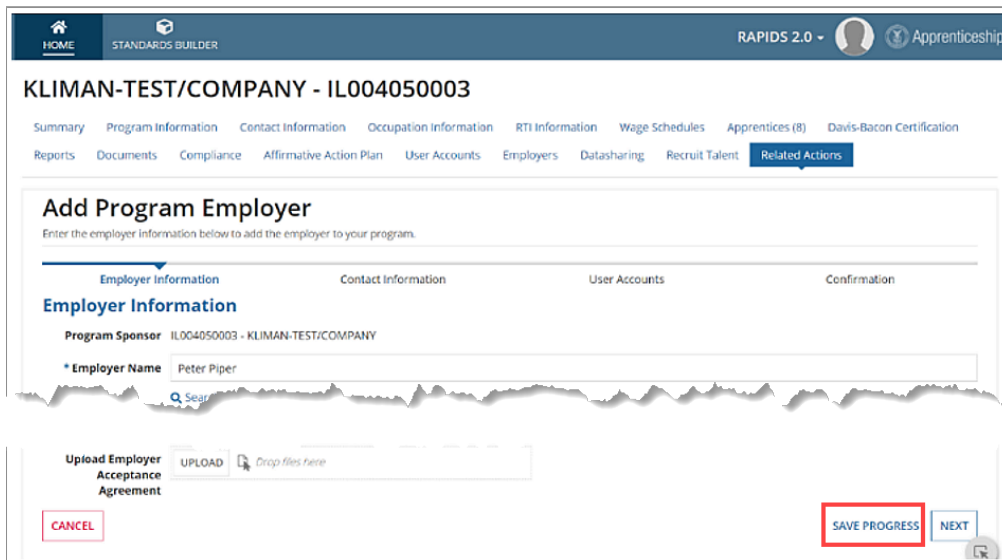


Figure 55 - New Employer Information

8. If you want to add the Employer’s Contact Details, select “Yes,” and enter Employer’s Contact Information (* = required).
9. Select “Save Contact.”
10. Select “Save Progress.”

QUICK TIP: The Added Employer is assigned a unique number system, after the Program Sponsors Number.

The screenshot shows the 'Add Program Employer' form in the 'Contact Information' tab. A red box highlights the 'Enter Employer Contact Details?' section, which includes radio buttons for 'Yes' (selected) and 'No', and the instruction 'Choose Yes to enter the Employer contact details'. Below this, there are input fields for 'First Name' (Peter), 'Last Name' (Piper), 'Address' (4141), 'City' (Sandy Oaks), 'State' (DC-National Office), 'Zip' (20001), 'Email' (peterpiper@gmail.com), 'Telephone' ((123) 456-7890), and 'Extension'. At the bottom, there are buttons for 'CANCEL', 'PREVIOUS', 'SAVE PROGRESS', and 'NEXT'.

Figure 56 - New Employer Contact Information

11. If you want to provide access to the RAPIDS system for an Employer, select “Yes.”
12. Check User(s) to grant access and select “Save Progress.”

NOTE: New Users will automatically receive a welcome email with detailed information on how to log in to RAPIDS using Login.gov.

The screenshot shows the 'Add Program Employer' form in the 'User Accounts' tab. A red box highlights the question 'Do you want to provide access to the system for an employer to register and manage their apprenticesices?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there is a table for 'User Accounts' with columns for 'Name' and 'Email'. The table contains one entry: 'Peter Piper' with email 'peterpiper@gmail.com'. A checkbox next to the name is checked. At the bottom right, it says '1 User Account will be created'. There are buttons for 'CANCEL', 'PREVIOUS', 'SAVE PROGRESS', and 'NEXT'.

Figure 57 - New Employer User Accounts

13. Confirm “Employer’s Information.”
14. Select “Save Progress” and “Save & Continue to Occupations.”

4.12.2 Occupation Selection

1. Select “Program Occupation” from the drop-down.
2. Click “Next.”

Homework Hangout Club, Inc. - 2016-IL-237-010496

Summary Apprentices Occupations Wage Schedules RTI Information Contacts User Accounts Reports Documents Review **Related Actions**

Program Sponsor 2016-IL-237
Homework Hangout Club, Inc.

Employer 2016-IL-237-010496
Homework Hangout Club, Inc.

Occupation Selection

Occupation Selection RTI Providers Wage Schedules Confirmation

Program Occupations*

Select an Occupation

Select an Occupation

BUILDING MAINTENANCE REPAIRER (Ex. Title: Maintenance Repairer, Building) (0310HVV1) Hybrid 4000 Hours

GENERAL INSURANCE ASSOCIATE (2040HYV1) Hybrid 3000 Hours

Figure 58 - Occupation Selection

3. Select “RTI Provider Selection.”
4. Click “Next.”

Program Sponsor IL004050003
KLIMAN-TEST/COMPANY

Employer IL004050003-28623
Test Kliman

RTI Providers - TRUCK DRIVER, HEAVY (0980HYV2) Hybrid

Occupation Selection RTI Providers Wage Schedules Confirmation

RTI Provider Selection*

TRIDENT TECHNICAL COLLEGE/SPONSOR

CANCEL PREVIOUS NEXT

Figure 59 - RTI Provider Selection

5. Select from the available “Wage Schedules” or “Add New Wage Schedule.”
6. Click “Next.”

Program Sponsor IL004050003
KLIMAN-TEST/COMPANY

Employer IL004050003-28623
Test Kliman

Wage Schedules - TRUCK DRIVER, HEAVY (0980HYV2) Hybrid

Occupation Selection RTI Providers Wage Schedules Confirmation

Available Wage Schedules Select from the available wage schedules or add a new one

| <input checked="" type="checkbox"/> | Name | Description | Preview |
|-------------------------------------|--------------|-------------|---------|
| <input checked="" type="checkbox"/> | Truck Driver | | |

Add New Wage Schedule

1 Wage Schedule Selected

CANCEL PREVIOUS NEXT

Figure 60 - Wage Schedule Selection

7. Review selected information.
8. Either select “Save & Exit” or “Save & Select Another Occupation.”

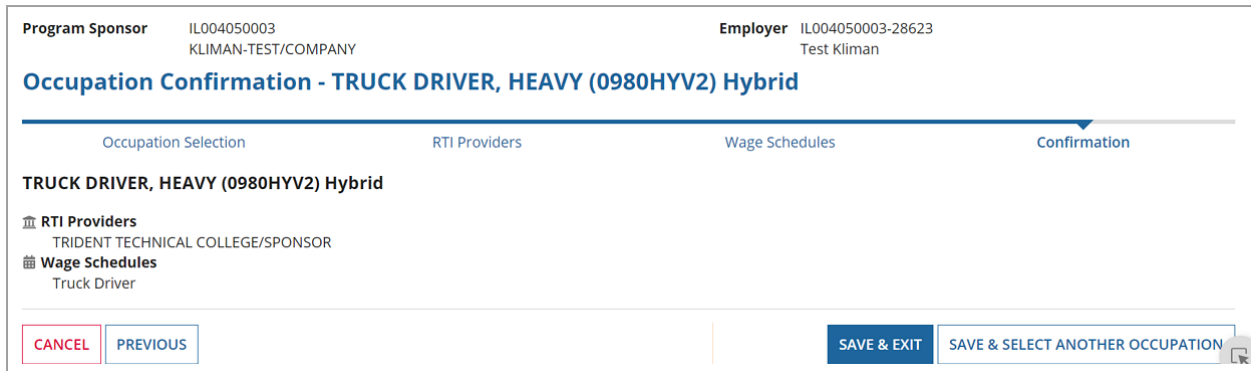


Figure 61 - Review Occupation Selection

4.12.3 Employer Excel Upload

The Employers Upload Template is program specific and will contain the selected program information. It will need to be downloaded from each program to ensure Employers are associated with the correct program.

1. Select a “Registered Program Number.”
2. Select the “Employers” tab.
3. Select “Employer Excel Upload.”

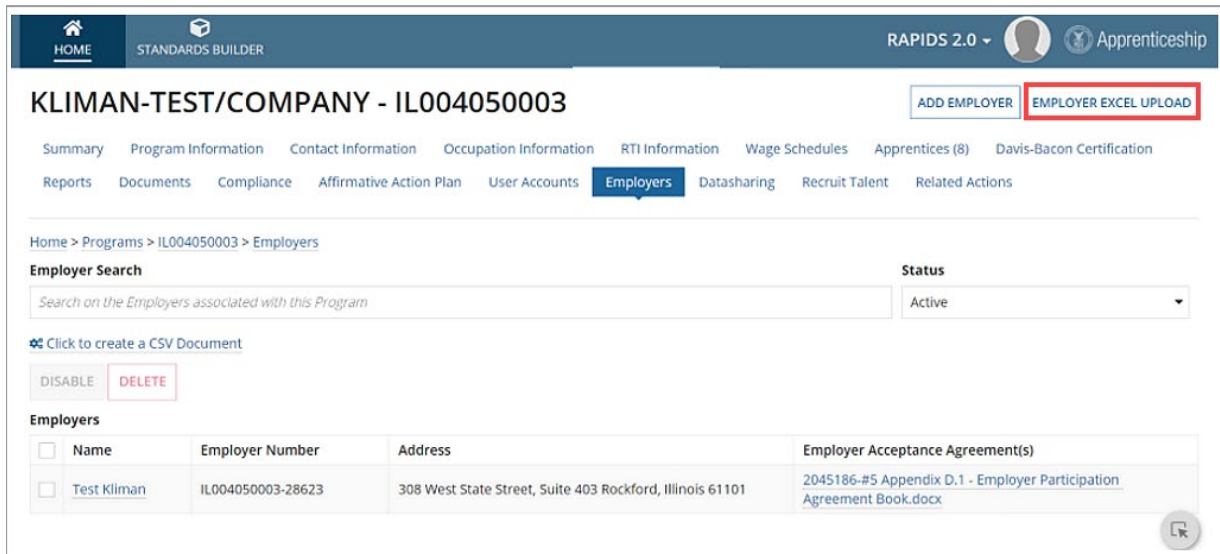


Figure 62 - Employer Excel Upload

4. Click to download the “Generate RAPIDS Apprentice Template.”
5. Update the template with your Apprentice data (Headers must remain the same).
6. Check the Data Dictionary on the provided template to ensure the correct values are entered.
7. Select “Upload.”
8. In the “Save as Type” drop-down, change to “Excel Workbook.”
9. Click “Save” and “Submit.”

KLIMAN-TEST/COMPANY - Upload Employer Data

Instructions

1. Download the excel template using the link located on this page.
2. Update the template with your employer data. Note: Headers must remain the same
3. Check the Data Dictionary on the provided template to ensure the correct values are entered in the spreadsheet
4. Upload the excel file using the input field below and click the 'Submit' button.

Employers will only be added to Program Sponsor **KLIMAN-TEST/COMPANY**

Employer Upload Template

Employer Excel Upload -IL004050003

CANCEL

Employer Data - Excel Upload *

UPLOAD
Drop file here

SUBMIT

Figure 63 - Employer Excel Upload Submit

4.12.4 Employer Dashboard

Employers are only able to view Employer-level data. Occupation, Wage Schedule, and RTI information is pulled from the Sponsor Record. Information is entered here first.

- A. Select "Employers" tab.
- B. Conduct "Employer Search."
- C. Change "Status."
- D. Create the "CSV Document."
- E. Click the hyperlinked "Employer Name."

Homework Hangout Club, Inc. - 2016-IL-237

ADD EMPLOYER
EMPLOYER EXCEL UPLOAD

Summary
Program Information
Contact Information
Occupation Information
RTI Information
A Wage Schedules
Apprentices (13)

Davis-Bacon Certification
Reports
Documents
User Accounts
Update Program
Employers
Datasharing
Recruit Talent
Related Actions

Home > Programs > 2016-IL-237 > Employers

Employer Search

Search on the Employers associated with this Program

Click to create a CSV Document

DISABLE
DELETE

Status

Active

Active

Disabled

Delete

Incomplete (0)

All

| Name | Employer Number | Address | Em |
|-----------------------------|--------------------|--|-----------------------------------|
| Homework Hangout Club, Inc. | 2016-IL-237-010496 | 249 S. Webster Decatur, Illinois 62526 | 729870-729870-HHC -- 12152016.pdf |

Figure 64 - Employer Dashboard

Once an Employer is selected, the following options are available on the Employer Dashboard: Register an Apprentice, Search/Add Wage Schedules, Search/Update RTI Information, Add Contacts, Add User Account, and View Employer Information.

Homework Hangout Club, Inc.

249 S. Webster Decatur, Illinois 62526

Apprentices
Occupations
Contacts
Wage Schedules
RTI Providers
Reports

Actions

Register an Apprentice

Navigation

User Messages

Useful Links

User Guides

Apprentice Information

Search
Batch Size

Search to filter Apprentice Data

10

| Number | Name | Status | Expected Completion Date |
|--------------|----------------------|------------|--------------------------|
| IL2019000283 | Jxxxxx, Chxxxxxx | Registered | 6/30/2021 |
| IL2019000284 | Mxxxxxx, Mxxxxx Diaz | Cancelled | 10/5/2020 |

Employer Information

Status Active

Start Date 1/3/2017

Occupations

All occupations available to the program sponsor are available to this employer.

Employer Contact Information

Add Contact

Figure 65 - Employer Options

4.13 Program Data Sharing

1. Select “Datasharing.”
2. Enter the contact details that will display on <http://www.Apprenticeship.gov> and be publicly available. OA routinely makes public information about the Sponsor, the location of the Program, and the Occupation(s) offered.
3. Select “Update DataSharing” to update Data Sharing information.

NOTE: It takes 24 hours for information to update on Apprenticeship.gov.

Figure 66 - Program Data Sharing

4.14 Recruit Talent

Attract and recruit a wider pool of qualified candidates by advertising and promoting your Apprenticeship job opportunity on <http://www.Apprenticeship.gov>

1. Select “Recruit Talent” tab.
2. Select the “Post New Job” and fill out the form to post your Apprenticeship job opening at Apprenticeship Job Finder on www.apprenticeship.gov

Figure 67 - Recruit Talent

4.14.1 Apprenticeship Job Entry – Post-New Job

1. Enter the requested information that appears on the “Related Actions” tab.
2. Select “Submit” or use “Submit and Clone” to create a slightly different version of your job.

NOTE: Allow at least 24 hours for user to appear.

The screenshot shows a web interface for 'AMERICAN AUTOMATIC SPRINKLER - 2016-TX-281'. At the top, there is a navigation bar with tabs: Summary, Program Information, Contact Information, Occupation Information, RTI Information, Wage Schedules, Apprentices (3), Davis-Bacon Certification, Reports, Documents, User Accounts, Update Program, Datasharing, Recruit Talent, and Related Actions. The 'Related Actions' tab is active. Below the navigation bar, the main heading is 'Apprenticeship Job Entry'. The form contains three main sections: 'Job Information' with a text input for 'Job Title *', a dropdown menu for 'O*NET SOC Code *' with the placeholder 'Select a Code', and a text input for 'Work Location(s) *'. At the bottom of the form, there are three buttons: 'CANCEL', 'SUBMIT', and 'SUBMIT AND CLONE'.

Figure 68 - Post New Job

4.15 Program Related Actions

Many of the actions you would perform from within the main navigation tabs are available on the Related Actions tab for easy access.

- A. Select the “Related Actions” tab on the Sponsor
- B. View and access the hyperlinked Program actions.

The screenshot shows the 'Related Actions' tab for 'AMERICAN AUTOMATIC SPRINKLER - 2016-TX-281'. The navigation bar at the top is the same as in Figure 68. The 'Related Actions' tab is highlighted with a red circle 'A'. Below the navigation bar, there is a list of actions, each with an icon and a description: 'Register Apprentice' (person icon), 'Add Employer' (briefcase icon), 'Add Program Occupation' (plus icon, highlighted with a red circle 'B'), 'Apprentice Excel Upload' (upload icon), and 'Add Wage Schedule' (dollar sign icon).

Figure 69 - Related Actions

5 Apprentices

Some Program Sponsor actions require ATR approval when registering Apprentices. See the list below.

Table 2 - Program Sponsor Required Approval for Apprentice Registration

| Apprentice Level | Actions/Updates | ATR Approval |
|-----------------------|--|---------------------------------|
| Register Apprentice | Register New Apprentice | x |
| Update Apprentice | Update Apprentice Record | x |
| Cancel Apprentice | Cancel Apprentice from Program | x |
| Complete Apprentice | Complete Apprentice in Program | x |
| Suspend Apprentice | Suspend Apprentice from the Program | x |
| Transfer Apprentice | Transfer Apprentice | Contact your ATR for assistance |
| Re-Instate Apprentice | Re-Instate Apprentice out of Cancel or Suspend status back to Register status | x |
| Interim Completion | Interim Completion Apprentices in a Career Lattice Occupation | x |
| Restore Apprentice | Restore is only used to remove the last action and removes the action from program history and places the apprentice back in the last status | x |

5.1 Register an Apprentice

To register an Apprentice in a Program.

1. Select the “Registered Program.”
2. Click the “Apprentice” tab.
3. Select “Register Apprentice” in the upper right-hand corner or select “Register an Apprentice” in the Actions menu on the Home page.

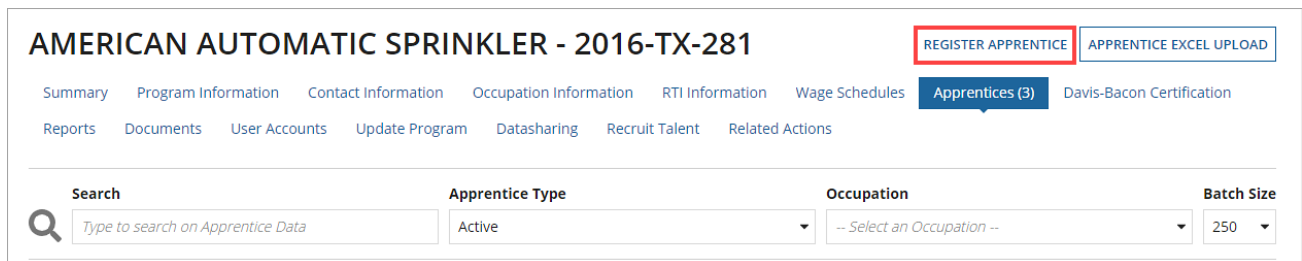


Figure 70 - Register an Apprentice

5.1.1 Apprentice’s Information

1. Select a Registered Program from the list.
2. Enter requested Apprentice’s Information (* = required).
3. Select “Save Progress” and “Next.”

The screenshot shows the 'APPRENTICE AGREEMENT AND REGISTRATION' form at the 'Apprentice's Information' step. The navigation bar includes 'Apprentice's Information', 'Apprentice's Demographics', 'Occupation Information', and 'Review'. The 'Program Sponsor Information' section shows 'Program Sponsor' as 'Homework Hangout Club, Inc. - 2016-IL-237' and 'Employer' as a dropdown menu with 'Choose Employer' selected. The 'Apprentice's Information' section has fields for 'First Name *', 'Middle Name', 'Last Name *', and 'Suffix' (with a dropdown menu). Below these is an 'Address *' field. A question asks 'Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?' with radio buttons for 'Yes' and 'No' (selected). At the bottom are buttons for 'QUIT', 'SAVE PROGRESS', and 'NEXT'.

Figure 71 - Register an Apprentice – Apprentice Information

5.1.2 Apprentice’s Demographics

1. Enter requested Apprentice’s Demographics (* = required). **NOTE:** Race allows multiple selections.
2. Select “Save Progress” and “Next.”

The screenshot shows the 'APPRENTICE AGREEMENT AND REGISTRATION' form at the 'Apprentice's Demographics' step. The navigation bar includes 'Apprentice's Information', 'Apprentice's Demographics', 'Occupation Information', and 'Review'. The 'Ethnicity *' section has radio buttons for 'Hispanic or Latino', 'Non-Hispanic or Latino' (selected), and 'Participant Did Not Self-Identify'. The 'Race *' section has checkboxes for 'American Indian or Alaska Native', 'Asian' (checked), 'Black or African American' (checked), 'Native Hawaiian or Other Pacific Islander', 'White', and 'Do not wish to answer'. A note says 'Multiple selections are allowed'. The 'Disability *' section has radio buttons for 'Yes', 'No', and 'Participant Did Not Self-Identify' (selected). The 'Veteran Status *' section has radio buttons for 'Non Veteran' (selected), 'Veteran', 'Non Veteran, Other Eligible Individual', 'Veteran, Eligible', and 'Participant Did Not Self-Identify'. The 'Education Level *' section has radio buttons for 'Not High School graduate', 'High School graduate (including equivalency)', 'Some College or Associate's degree', 'Bachelor's degree' (selected), 'Master's degree', 'Doctorate or professional degree', and 'Participant Did Not Self-Identify'. At the bottom are buttons for 'QUIT', 'PREVIOUS', 'SAVE PROGRESS', and 'NEXT'.

Figure 72 - Register an Apprentice – Apprentice’s Demographics

5.1.3 Occupation Information

- A. Select the “Occupation” tab.
- B. Enter Credit for “Previous On-the-Job Learning Experience” in hours (If no credit, enter 0).
- C. Enter Credit for “Credit for Previous Related Instruction Experience” in hours (If no credit, enter 0).
- D. Enter “Date Apprenticeship Begins,” which cannot start before the Program Registration Date.
Sponsor cannot conduct any Apprentice actions before or after 45-days. Contact ATR with questions or if assistance is needed.
- E. Select “Related Training Instruction Provider” from the drop-down.
- F. Select “Entry Wages” and “Entry Wage Units.”
 - Entry Wage cannot be lower than the minimum wage of the state of Apprenticeship.
- G. Select “Wage Schedule.”
- H. Select “Save Progress” and “Next.”

APPRENTICE AGREEMENT AND REGISTRATION

Apprentice's Information
Apprentice's Demographics
Occupation Information A
Review

Occupation Information

Select Occupation *

MOLD MAKER, DIE-CAST & PLASTIC (0116V1) Time-Based 8500 Hours
▼

Term Length
8500 Hours

Term Remaining
8500 Hours

Probationary Period
1000 Hours

Credit for Previous On-the-Job Learning Experience ?* B

Enter in hours. If no credit is given, enter 0. Cannot be greater than 7500 hours

Credit for Previous Related Instruction Experience ? C

Enter in hours.

Date Apprenticeship Begins * D

📅

Expected Completion Date

Dec 11, 2026

Related Training Instruction Provider * E

🏛️

▼

Length of Instruction

608 Hours Total

Are Wages Paid During RTI?

No

Hours When Related Instruction is Provided

Not During Work Hours

Entry Wages * F

Entry Wage Units *

Hourly
▼

Journeyworker's Wage (Hourly)

\$44.10
(i.e., Experienced Worker)

Wage Schedules

| <input checked="" type="checkbox"/> | Wage Schedule Name G | Wages | Description |
|-------------------------------------|--|-------|--|
| <input checked="" type="checkbox"/> | Test 2 | | Start Wage: \$19.85 End Wage: \$44.10 |

| Period | % of Journeyworker Wage | Duration (Hours) | Wage (Hourly) | Description |
|----------|-------------------------|------------------|---------------|-------------|
| 1st | 45% | 1700 | \$19.85 | |
| End Wage | 100% | 8500 Hours | \$44.10 | |

QUIT
PREVIOUS

SAVE PROGRESS H
NEXT

Figure 73 - Register an Apprentice – Occupation Information

5.1.3.1 Career Lattice (CL) Occupations

The Career Lattice (CL) Apprenticeable Occupation features sequential order consisting of two or more levels of training leading to the OA Certification of Completion of Apprenticeship. The CL Occupations are set up during the program registration process by the ATR.

To register Apprentices in a CL Occupation, the Program must be set up with a Career Lattice Occupation. **NOTE:** CL Occupations can be Competency-Based or Hybrid.

5.1.4 Review Apprentice Information

1. Review all sections of the Register Apprentice process.
2. Select “Save Progress” and “Submit Registration” or “Submit & Add Another.”
 - ATR Approval Required.

APPRENTICE AGREEMENT AND REGISTRATION

Apprentice's Information | Apprentice's Demographics | Occupation Information | **Review**

Program Sponsor Information

Program Sponsor: KLIMAN-TEST/COMPANY - IL004050003
 Employer: No Employer Selected

Apprentice's Information

First Name: Suze | Middle Name: Test | Last Name: Kliman | Suffix: [icon]
 Address: 800 Wallaby Way
 Telephone: (516) 789-1885 | Email: suze.kliman@gmail.com

White | Education Level: [dropdown]

Occupation Information

Select Occupation*: MOLD MAKER, DIE-CAST & PLASTIC (0116V1) Time-Based 8500 Hours

Term Length: 8500 Hours | Term Remaining: 8500 Hours | Probationary Period: 1000 Hours

Date Apprenticeship Begins: Sep 15, 2022 | Expected Completion Date: Dec 11, 2026

Related Training Instruction Provider: [dropdown] | Length of Instruction: [dropdown]

| | | | |
|----------|------|------------|---------|
| End Wage | 100% | 8500 Hours | \$44.10 |
|----------|------|------------|---------|

QUIT | PREVIOUS | **SAVE PROGRESS** | SUBMIT REGISTRATION | SUBMIT & ADD ANOTHER

Figure 74 - Register an Apprentice – Review

5.1.5 Apprentice Registration Confirmation

The system will display a confirmation message and the Apprentice 12-digit RAPIDS 2.0 ID. Select “View Apprentice” to view the Apprentice information or select “Continue.”

The newly submitted Apprentice is now in a Pending Registration status until the ATR approves the Apprentice registration. Program Sponsors are not able to take any further action on an Apprentice until the Apprentice registration is approved.

HOME | STANDARDS BUILDER | RAPIDS 2.0 | Apprenticeship

Apprentice Registered Successfully

Apprentice IL2022006040 has been registered successfully [View Apprentice](#)

CONTINUE

Figure 75 - Register an Apprentice – Apprentice Registration

5.2 Apprenticeship Agreement (671)

5.2.1 Individual Apprenticeship Agreement (671)

1. Select the “Apprentices” tab in the Program Sponsor view.
2. Select a hyperlinked “Apprentice Number.”

Figure 76 - Individual Apprenticeship Agreement – Apprentice

3. Select the “Apprenticeship Agreement (671)” tab.
4. Select “Generate Apprentice 671” to auto-populate the form with data already in RAPIDS.
5. Select “Yes” on Apprentice 671 Latest Document Preview to view the form.

| Version | Apprentice Number | Full Name | Program | Occupation | Occupation Code | Download | Date Created |
|---------|-------------------|-------------------------|--|--|-----------------|----------|------------------------|
| 4 | TX2018002908 | Brxxxxx, Auxxxx, Joseph | 2016-TX-281 AMERICAN AUTOMATIC SPRINKLER | SPRINKLER FITTER (Existing Title: Pipe Fitter) | 0414HY V1 | | 11/11/2022 1:51 PM EDT |

Figure 77 - Individual Apprenticeship Agreement – Generate Apprentice 671

6. Select the “Download” PDF icon to download the PDF version of the Apprenticeship Agreement 671.
7. Select “Return to Apprentice Record” to return to the Apprentice’s record.

Figure 78 - Individual Apprenticeship Agreement – Download Apprentice

5.2.2 Generating Apprenticeship Agreement (671)

This feature could be used to generate Individual or Bulk 671 forms at the same time.

1. Navigate to the Program you want to generate for Bulk Apprenticeship Agreement 671's.
2. Select the "Apprentices" tab.
3. Select individual Apprentices or all Apprentices for Bulk Apprenticeship Agreement generation.
4. Select "Generate 671."

The screenshot shows a web interface for managing apprenticeships. At the top, there are navigation tabs: Summary, Map, Apprentices (4), Davis-Bacon Certification, Affirmative Action Plan, User Accounts, Program Contact Information, Occupation, and Wage Schedules. Below these are more options: RTI Information, Program History, Review, Reports, Documents, Datasharing, Recruit Talent, Notes, and Related Actions. A row of action buttons includes COMPLETE, CANCEL, TRANSFER, RE-INSTATE, SUSPEND, UPDATE, GENERATE 671 (highlighted with a red box), GENERATE ONLINE CERTIFICATE, and RESTORE. Below the buttons, the section is titled "Active Apprentices" with a sub-instruction: "Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions." A table follows with columns: Apprentice Number, Name, Occupation, Status, Date Apprenticeship Begins, Registration Date, Completion Date, and History. Three rows are visible, each with a checked checkbox in the first column (highlighted with a red box). The first row is for VA2023000054, Doe, John, II., FARMER, GENERAL (Agric) (0177) V1 Time-Based, Registered, 1/13/2023, 1/13/2023, 1/15/2024, View. The second row is for VA2023000057, Doe, Alex John, Sr., FARMER, GENERAL (Agric) (0177) V1 Time-Based, Registered, 1/13/2023, 1/13/2023, 1/15/2024, View. The third row is for VA2023000055, Smith, Jane Doe, FARMER, GENERAL (Agric) (0177) V1 Time-Based, Registered, 1/13/2023, 1/13/2023, 1/15/2024, View.

Figure 79 - Bulk Apprenticeship Agreement – Apprentice

5. Select the "Program Record Documents View" to download the Bulk Apprentice 671 forms in the "Zipped" folder.

The screenshot shows a page titled "Apprentice Online Completion Certificate Generation". Below the title, it says "Appr Completion Certificate Generation". A message states: "A zipped folder of the generated online certificate forms will be available to download at the program record documents view." The words "zipped folder" and "program record documents view" are highlighted with red boxes. Below this message is a "Please Note" box: "Please Note: The online completion certificates may take several minutes to generate".

Figure 80 - Bulk Apprenticeship 671 Agreement – Generation

6. The generated documents and certificates are shown below under the Documents tab.

NOTE: All generated Bulk Certificates are placed under the “Documents” tab.

Cameron Tool Corporation - MI007780018

Summary
Map
Apprentices (11)
Davis-Bacon Certification
Affirmative Action Plan
Program Contact Information
Occupation Information

Wage Schedules
RTI Information
Program History
Review
Reports
Documents
Update Program
Datasharing
Recruit Talent
Notes

Related Actions

Program Documents

Apprenticeship Standards

by Sponsor Lovelace
February 22, 2023

Standards Builder Documents

Standards Builder Generated Documents

| Document Name | Document Type | Date Generated |
|--------------------|---------------|----------------|
| No items available | | |

Uploaded Documents

Program Documents

| Document Name | Document Type | Comments | Date Uploaded | Delete |
|---------------------------------|--------------------------|----------|------------------------|--------|
| Certificate of Registration.pdf | Apprenticeship Standards | | 2/22/2023 12:33 PM EST | ✖ |

> [DocuSign Digital Signatures](#)

v [Generated Apprentice Documents](#)

Completion Certificates and 671s

| Document | Created |
|--|--|
| Generating... Generated by Bulk Apprentice 671 | by sponsorlovelace5@gmail.com 2/22/2023 3:32 PM EST |
| MI007780018 Bulk Apprentice 671 02222023_1529 | by sponsorlovelace5@gmail.com 2/22/2023 3:29 PM EST |

Figure 81 - Bulk Completion Certificates

5.3 Complete Apprenticeship

This option only works with active Apprenticeships.

5.3.1 Individual Complete Apprenticeship

1. Select the “Apprenticeships” tab in the Program Sponsor view.
2. Select “Apprenticeship Number.”
3. Select “Complete.”

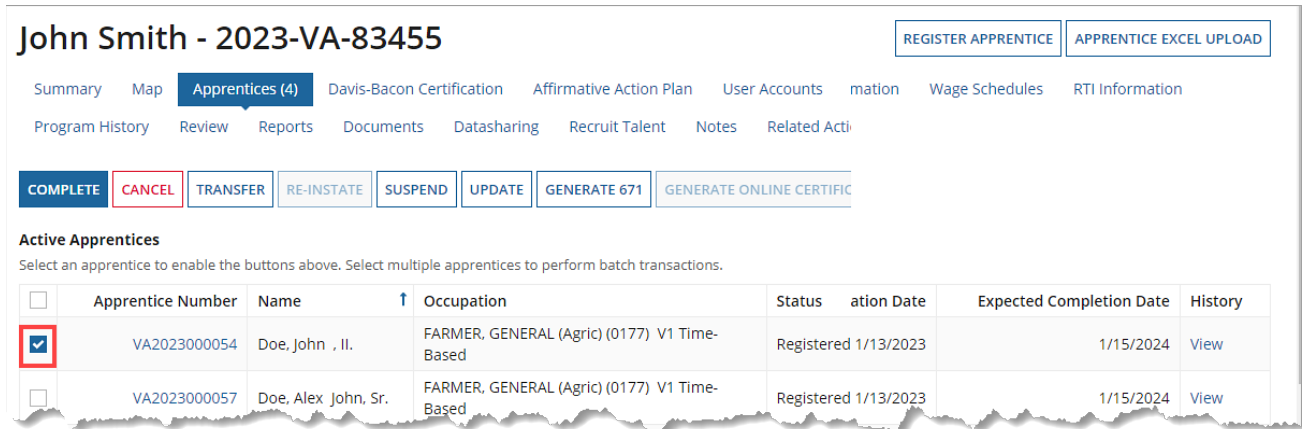


Figure 82 - Individual Complete Apprenticeship – Apprenticeship

4. Enter “Completion Wage” and “Completion Date.”
5. To remove an Apprenticeship(s) from the list, click the “X” next to the Completion Date.
6. Click “Save & Submit Completion.”

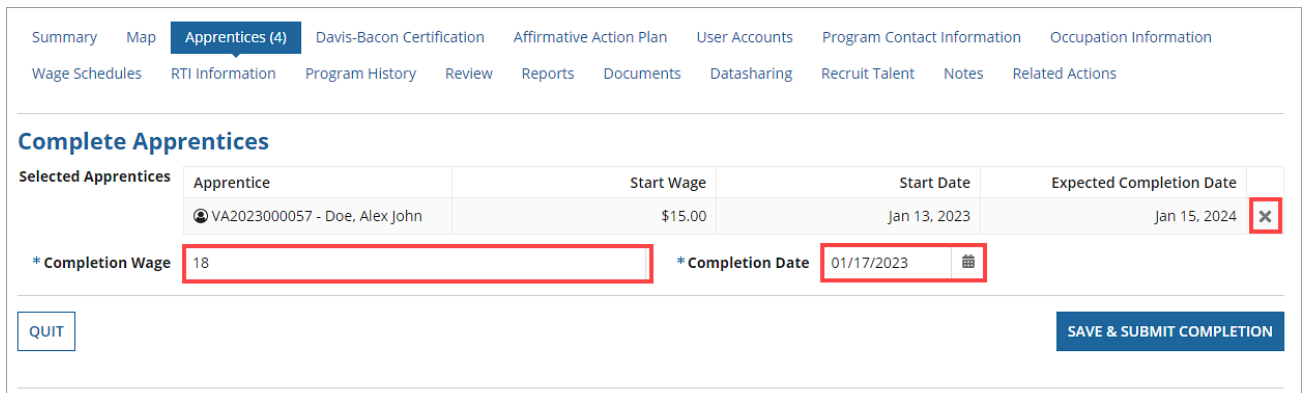


Figure 83 – Completion Apprenticeship Wage & Date – Submit Completion

5.3.2 Bulk Complete Apprentices

To complete Individual and Multiple Apprentices at one time, use the Bulk Complete Apprentices functionality. Follow the instructions directly above, but instead of selecting one Individual Apprentices, select Group Apprentices or all.

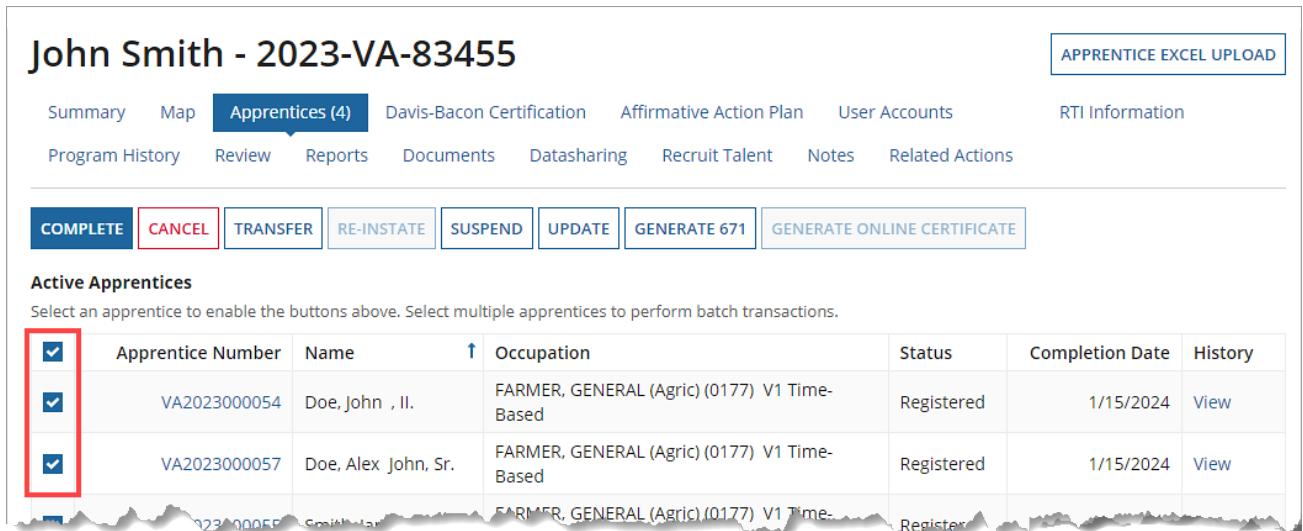


Figure 84 - Bulk Complete Apprentices – Apprentice

5.3.3 Interim Complete Apprentices

Apprentices registered in CL Occupations will need to be moved from level to level. The Interim Completion feature allows the user to Interim Complete an Apprentice in a CL Occupation after each level.

1. Select a Registered Program Number that includes a CL Occupation.
2. Select a hyperlinked Apprentice Number that is registered in a Career Lattice Occupation.
3. Select the “...” and then select “Interim Completion.”

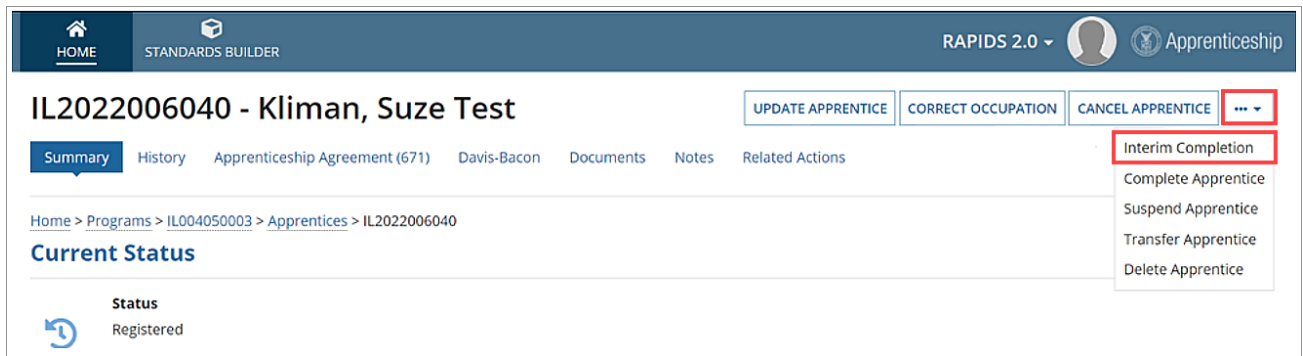


Figure 85 - Interim Complete Apprentice – Apprentice

4. Enter “Completion Wage” and “Completion Date.”
5. Select “Next.”

Program Number
IL004050003

Sponsor
KLIMAN-TEST/COMPANY
308 WEST STATE STREET ROCKFORD, IL 61101

Complete Current Level
Select Next Level

Current Career Lattice Occupation Level

| Levels | Occupation Title | Start Date | Start Wage | End Date | End Wage | Status | View Certificate |
|--------|---|------------|------------|-----------|----------|------------|------------------|
| 1 | NURSE ASSISTANT CERTIFIED (Level 1 (CNA 1)) | 9/16/2022 | \$15.00 | 9/16/2022 | \$15.35 | Registered | |

Completion Wage *

Completion Date *

QUIT
NEXT

Figure 86 - Interim Complete Apprentice – Lattice Occupation Current

6. Select a new level if the Apprentice is going to start a new level.
7. Select “Submit Interim Completion.”

Program Number
IL004050003

Sponsor
KLIMAN-TEST/COMPANY
308 WEST STATE STREET ROCKFORD, IL 61101

Complete Current Level
Select Next Level

Pending Completion Level

| Levels | Occupation Title | Start Date | Start Wage | Expected Completion Dt | End Date | End Wage | Status | View Certificate |
|--------|---|------------|------------|------------------------|-----------|----------|--------------------|------------------|
| 1 | NURSE ASSISTANT CERTIFIED (Level 1 (CNA 1)) | 9/16/2022 | \$15.00 | | 9/16/2022 | \$15.35 | Pending Completion | |

Choose the next level to be taken by the apprentice *
Select the next level for the apprentice

| <input type="checkbox"/> | Levels | Occupation Title |
|-------------------------------------|--------|--|
| <input checked="" type="checkbox"/> | 2 | NURSE ASSISTANT CERTIFIED (Level 2 (Advanced)) |
| <input type="checkbox"/> | 3 | NURSE ASSISTANT CERTIFIED (Level 3 (Dementia Spec)) |
| <input type="checkbox"/> | 3 | NURSE ASSISTANT CERTIFIED (Level 3 (Geriatric Spec)) |

Wages

Start Wage *

Start Date *

Wage Schedules
Select the wage schedule for the apprentice.1

| <input checked="" type="checkbox"/> | Wage Schedule Name | Wages | Description |
|-------------------------------------|--------------------|--|-------------|
| <input checked="" type="checkbox"/> | Karen Baldwin | Start Wage: \$12.55 End Wage: \$20.35 | |

Karen Baldwin Levels

| Period | % of Journeyworker Wage | Duration (Hours) | Wage (Hourly) | Description |
|----------|-------------------------|------------------|---------------|-------------|
| 1st | 61.67% | 500 | \$12.55 | |
| 2nd | 71.25% | 500 | \$14.50 | |
| 3rd | 80.84% | 500 | \$16.45 | |
| 4th | 90.42% | 500 | \$18.40 | |
| End Wage | 100% | 2000 Hours | \$20.35 | |

QUIT
PREVIOUS
SUBMIT INTERIM COMPLETION

Figure 87 - Interim Complete Apprentice – Lattice Occupation Select Next

8. The system will display the “Apprentice Interim Completion Successfully” message.
 - The Apprentice Status will be Interim Complete Pending until ATR Approval.

5.4 Cancel Apprentice

5.4.1 Individual Cancel Apprentice

You can locate functionality on the Program Sponsor view or by selecting an Individual Apprentice Number.

1. Select a “Registered Program Number.”
2. Select the “Apprentices” tab.
3. Select an “Apprentice.”
4. Select “Cancel.”

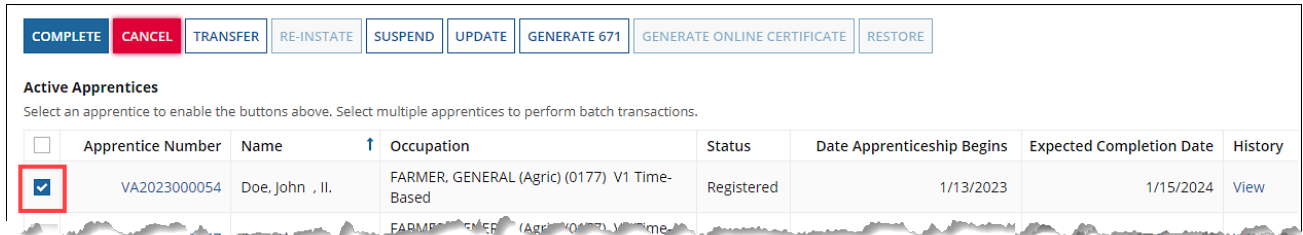


Figure 88 - Individual Cancel Apprentice – Apprentice

5. Enter “Cancellation Wage” and “Cancellation Date.”
6. Select “Submit Cancellation.”
7. The system will display “Apprentice Canceled Successfully” message.
 - The Apprentice Status will be changed to Cancellation Pending until ATR Approval.

5.4.2 Bulk Cancel Apprentices

To cancel Multiple Apprentices at one time, use the Bulk Cancel Apprentices functionality. Follow the instructions above, but instead of selecting one Apprentice, select multiple or all.

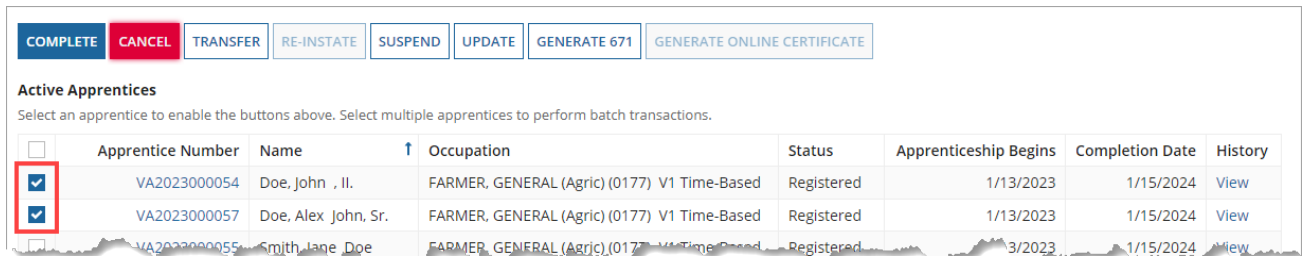


Figure 89 - Bulk Cancel Apprentices – Apprentice

5.5 Transfer Apprentice

There are two types of Apprentice Transfers, Different Occupation Same Program, and Different Program and Same Occupation. Sponsors are only allowed to transfer Apprentices within programs that they manage. For any transfers outside of your program, contact your ATR.

5.5.1 Individual Transfer Apprentice

You can locate functionality in the Program Sponsor view or by selecting an individual hyperlinked Apprentice Number.

1. Select a “Registered Program Number.”
2. Select the “Apprentices” tab.
3. Select an “Apprentice.”

4. Select “Transfer.”

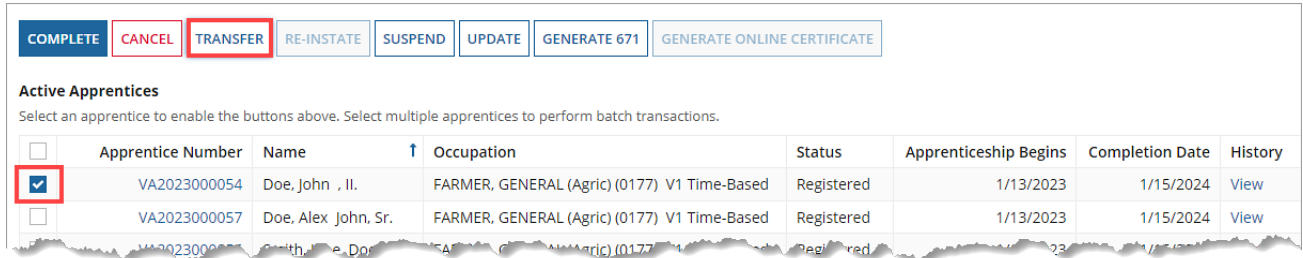


Figure 90 - Individual Transfer Apprentice – Apprentice

5. Select “Start Transfer.”



Figure 91 - Individual Transfer Apprentice – Start Transfer

6. Select “Different Occupation Same Program” or “Different Program Same Occupation” (located under Transfer information).

5.5.1.1 Different Occupation Same Program

1. Enter the “Exit Wage” and “Transfer Date” of the old occupation.
2. Select a “New Occupation” from the drop-down.
3. Enter a reason for transfer in the “Comments” field.
4. Select the “RTI Provider.”
5. Enter Credit for “Previous On-the-Job Learning Experience” in hours (Enter 0 if none).
6. Enter Credit for “Previous Related Instruction Experience” (Enter 0 if none).
7. Enter “Date Apprenticeship Begins” in the new Occupation.
8. Enter “Entry Wages and Entry Wage Units” of new Occupation.
9. Select “Wage Schedule.”
10. Select “Save & Complete Transfer Request.”

Current Apprenticeship Information

Sponsor KLIMAN-TEST/COMPANY - IL004050003

Occupation CUTTER, MACHINE 1 (0613 V1) Time-Based 6000 Hours

| Selected Apprentices | Apprentice | Start Wage | Start Date |
|----------------------------|------------|------------|----------------|
| IL2022005346 - Aaron, Hank | | \$12.00 | Sep 16, 2022 ✕ |

Transfer Information

*** Transfer Type** Different Occupation Same Program Different Program and Same Occupation

Select the Occupation

*** Exit Wage** *** Transfer Date** Transfer Date should not be over the last 45 days

*** New Occupation**

*** Comment**

RTI Information

*** Related Training Instruction Provider**

Total Length of Instruction 144 Hours **Hours Instruction Provided?** During Work Hours

Are Wages Paid During RTI? No **Term Length** 3000 Hours

Probationary Period 1140 Hours

Credit for Previous On-the-Job Learning Experience

Enter in hours. If no credit is given, enter 0. Cannot be greater than 3560 hours

Date Apprenticeship Begins*

Credit for Previous Related Instruction Experience

Enter in hours.

Expected Completion Date

Entry Wages*

Entry Wage Units*

Journeyworker's Wage (Hourly)

(i.e., Experienced Worker)

Wage Schedules

Select the wage schedule for the apprentice. 1

| <input checked="" type="checkbox"/> Wage Schedule Name | Wages | Description |
|--|-------|--|
| <input checked="" type="checkbox"/> Truck Driver | | Start Wage: \$12.50 End Wage: \$30.00 |

Truck Driver Levels

| Period | % of Journeyworker Wage | Duration (Hours) | Wage (Hourly) | Description |
|----------|-------------------------|------------------|---------------|-------------|
| 1st | 41.67% | 1500 | \$12.50 | |
| 2nd | 70.83% | 1500 | \$21.25 | |
| End Wage | 100% | 3000 Hours | \$30.00 | |

Current Status Information

Status Incomplete Transfer

Status Last Updated 9/15/2022

Figure 92 - Individual Transfer Apprentice – Request

11. The system will display an Apprentice Transferred Successfully message with pending actions.
 - The Apprentice Status will be changed to Transfer Pending until ATR Approval.

5.5.1.2 Different Program Same Occupation

1. Enter the “Exit Wage” and “Transfer Date” of previous program.
2. Search and select “New Program.”
3. Enter a reason for “Transfer.”
4. Select “RTI Provider.”
5. Enter Credit for “Previous On-the-Job Learning Experience” in hours (Enter 0 if none).
6. Enter Credit for “Previous Related Instruction Experience” (Enter 0 if none).
7. Enter “Date Apprenticeship Begins” in new program.
8. Enter “Entry Wages” and “Entry Wage Units” of new program.
9. Select “Wage Schedule.”
10. Select “Save & Complete Transfer Request.”

- The system will display an Apprentice Transferred Successfully message with pending actions.
 - The Apprentice Status will be changed to “Transfer Pending until ATR Approval.”

5.5.2 Bulk Transfer Apprentices

To Transfer Individual and Multiple Apprentices at one time, use the Bulk Transfer Apprentices functionality. Follow the instructions above, but instead of selecting one Apprentice, select multiple or all.

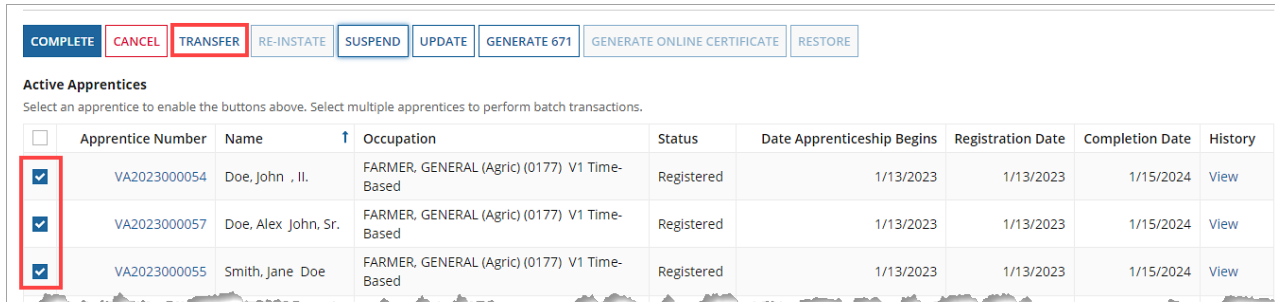


Figure 93 - Bulk Transfer Apprentices – Apprentice

5.6 Suspend Apprentice

5.6.1 Individual Suspend Apprentice

This only works with active Apprentices. You can locate functionality in the Program Sponsor view or by selecting an individual hyperlinked Apprentice Number.

- Select a “Registered Program Number.”
- Select the “Apprentices” tab.
- Select an active Apprentice.
- Select “Suspend.”

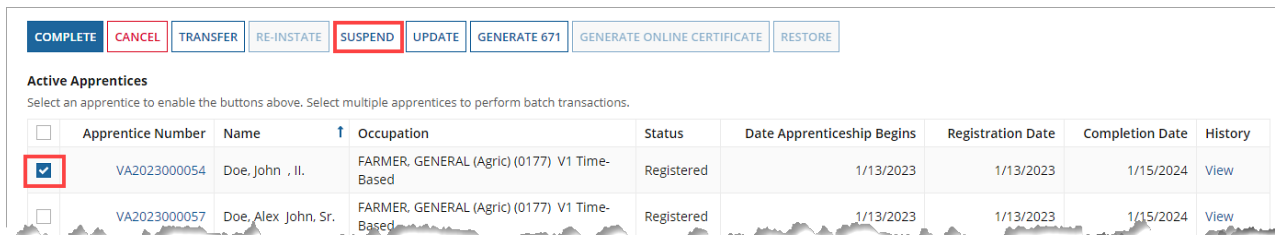


Figure 94 - Individual Suspend Apprentice – Apprentice

- Enter the “Suspension Start Date” and “Suspension End Date.”
- Select if the suspension is requested by “Sponsor” or “Apprentice.”
- Select “Suspension Reason” from the drop-down.
- Select “Submit Suspension.”

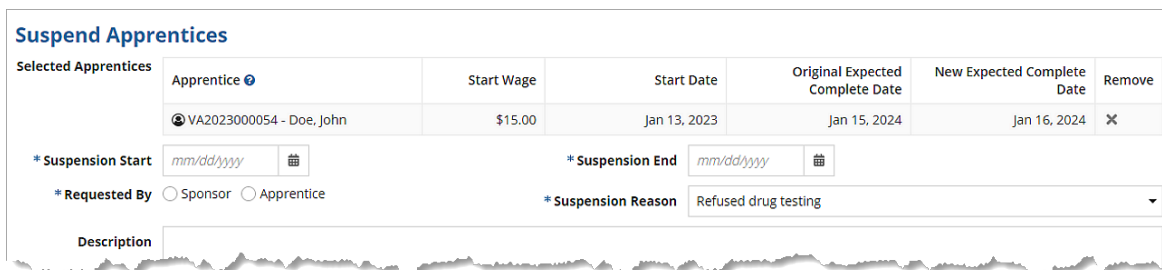


Figure 95 - Individual Suspend Apprentice – Request

- The system will display the message “Apprentice Suspended Successfully.” **NOTE:** The Apprentice Status will be Suspended Pending ATR Approval.

5.6.2 Bulk Suspend Apprentices

To suspend Individual and Multiple Apprentices at one time, use the Bulk Suspend Apprentices functionality. Follow the instructions above, but instead of selecting one Apprentice, select multiple or all.

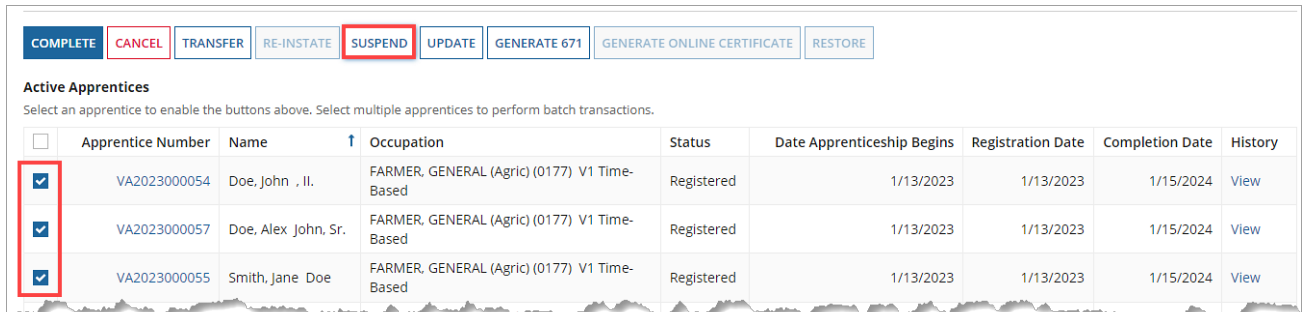


Figure 96 - Bulk Suspend Apprentices – Apprentice

5.7 Re-Instate Apprentice

5.7.1 Individual Re-Instate Apprentice

You can locate functionality in the Program Sponsor view or by selecting an individual Apprentice Number.

1. Select a “Registered Program Number.”
2. Select the “Apprentices” tab.
3. Select a “Suspended” or “Canceled Apprentice.”
4. Select “Re-Instate.”

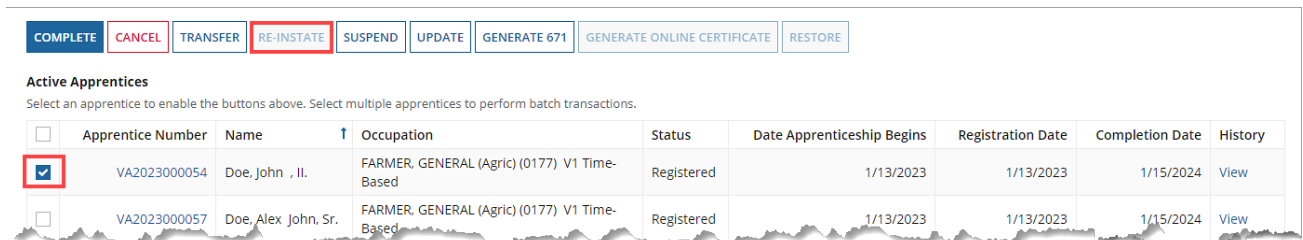


Figure 97 - Individual Re-Instate Apprentice – Apprentice

5. Enter “Re-Instate Date.”
6. Select the “Reason” for reinstatement from drop-down.
7. Enter the “Current Wage” and “Wage Unit.”
8. Select “Submit Re-Instatement.”

Re-Instate Apprentices

Selected Apprentices

| Apprentice | Start Date | Exit Date | Expected Completion Date |
|----------------------------------|--------------|--------------|--------------------------|
| IL2022006040 - Kliman, Suze Test | Sep 15, 2022 | Sep 15, 2022 | 12/11/2026 |

* Re-Instate Date: 09/16/2022

* Reason: Problems resolved

* Current Wage: \$12.55

* Wage Unit: Hourly

Comment:

Figure 98 - Individual Re-Instate Apprentice – Request

9. The system will display the message “Apprentice Re-Instated Successfully.”
 - The Apprentice Status will show “Re-Instate Pending until ATR Approval.”

5.7.2 Bulk Re-Instate Apprentices

To Re-instate Multiple Apprentices at one time, use the Bulk Re-Instate Apprentices functionality. Follow the instructions above, but instead of selecting one Apprentice, select multiple or all.

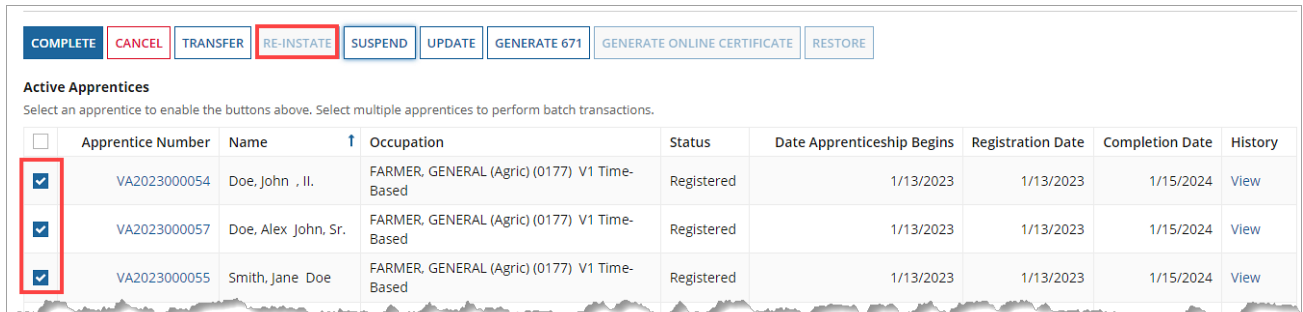


Figure 99 - Bulk Re-Instate Apprentices – Apprentice

5.8 Update Apprentice

5.8.1 Individual Update Apprentice

1. Select a “Registered Program Number.”
2. Select the “Apprentices” tab.
3. Select an “Apprentice.”
4. Select “Update.”
5. Enter “Expected Completion Date.”
6. Select “Related Training Instruction Provider” from drop-down.
7. Select “Wage Schedule.”
8. Select “Submit.”

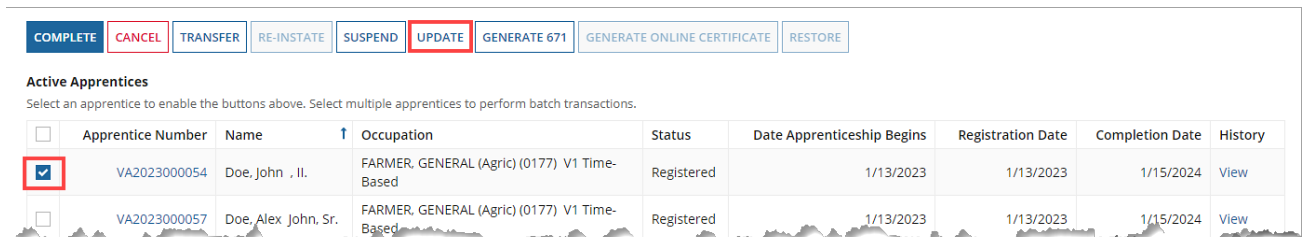


Figure 100 - Individual Update Apprentice – Apprentice

5.8.2 Bulk Update Apprentices

To Update multiple Apprentices at one time, use the Bulk Update Apprentices functionality. Follow the instructions above, but instead of selecting one Apprentice, select multiple or all.

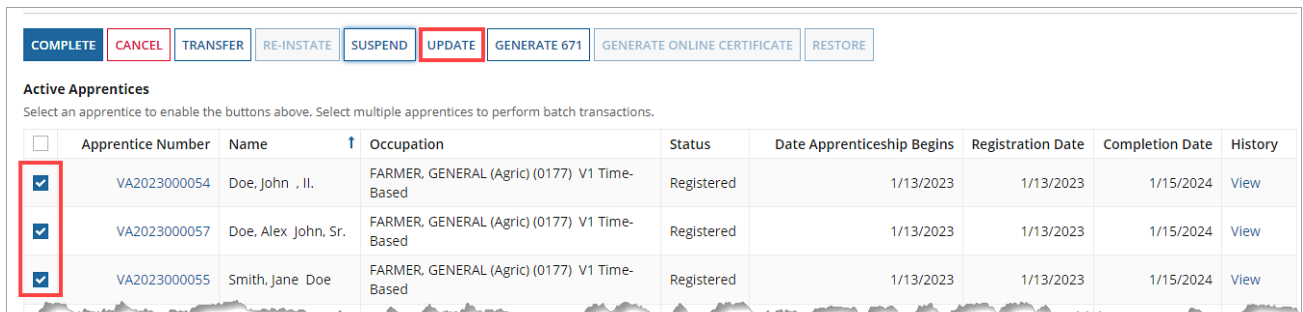


Figure 101 - Bulk Update Apprentices – Apprentice

5.8.3 Generating Completion Certificates

Most states allow the Sponsors to generate a Completion Certificate in PDF format for printing and presentation to the completed Apprentice.

Completion Certificates can either be generated individually or in bulk from either the Apprentice tab or from the individual Apprentice’s record.

NOTE: Contact your ATR if your state does not support this feature.

5.8.3.1 Individual Completion Certificate

1. Change the Apprentice Type to “Completed.”
2. Checkmark an Apprentice record.
3. Click “Generate Online Certificate” to create a PDF certificate that can be viewed and downloaded.

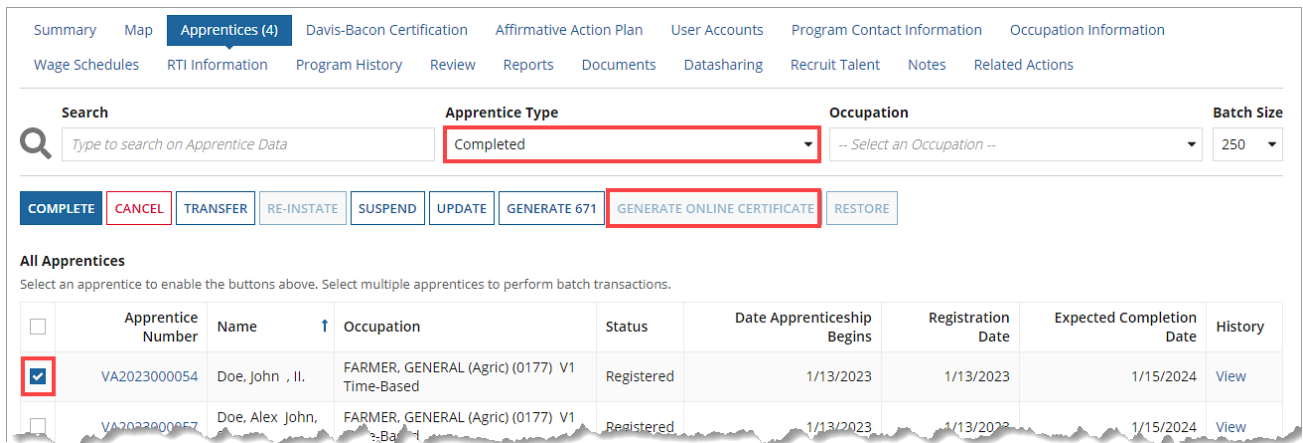


Figure 102 - Individual Completion Certificate

4. Select the “Program Record Documents View” to download the individual Apprentice Completion Certificate.
5. The certificate will be saved to the Apprentices record for future downloads, if needed.



Figure 103 - Apprentice Completion PDF Certificate

5.8.3.2 Bulk Completion Certificates

To Update multiple Apprentices at one time, use the Bulk Update Apprentices functionality. Follow the instructions above, but instead of selecting one Apprentice, select multiple or all.

The screenshot shows the 'Apprentices (4)' management page. At the top, there are navigation tabs: Summary, Map, Apprentices (4), Davis-Bacon Certification, Affirmative Action Plan, User Accounts, Program Contact Information, and Occupation Information. Below these are secondary tabs: Wage Schedules, RTI Information, Program History, Review, Reports, Documents, Datasharing, Recruit Talent, Notes, and Related Actions. A search bar is present with the text 'Type to search on Apprentice Data'. To the right of the search bar are filters for 'Apprentice Type' (set to 'Completed') and 'Occupation' (set to '-- Select an Occupation --'). Below the filters is a row of action buttons: COMPLETE, CANCEL, TRANSFER, RE-INSTATE, SUSPEND, UPDATE, GENERATE 671, GENERATE ONLINE CERTIFICATE (highlighted in red), and RESTORE. Below the buttons is a table titled 'All Apprentices' with the following data:

| | Apprentice Number | Name | Occupation | Status | Date Apprenticeship Begins | Registration Date | Expected Completion Date | History |
|-------------------------------------|-------------------|---------------------|--|------------|----------------------------|-------------------|--------------------------|----------------------|
| <input checked="" type="checkbox"/> | VA2023000054 | Doe, John , II. | FARMER, GENERAL (Agric) (0177) V1 Time-Based | Registered | 1/13/2023 | 1/13/2023 | 1/15/2024 | View |
| <input checked="" type="checkbox"/> | VA2023000057 | Doe, Alex John, Sr. | FARMER, GENERAL (Agric) (0177) V1 Time-Based | Registered | 1/13/2023 | 1/13/2023 | 1/15/2024 | View |
| <input checked="" type="checkbox"/> | VA2023000055 | Smith, Jane Doe | FARMER, GENERAL (Agric) (0177) V1 Time-Based | Registered | 1/13/2023 | 1/13/2023 | 1/15/2024 | View |

Figure 104 - Bulk Completion Certificates

Select the "Program Record Documents View" to download the Bulk Apprentice Completion Certificates in the "Zipped" folder.

The screenshot shows the 'Apprentice Online Completion Certificate Generation' page. The title is 'Apprentice Online Completion Certificate Generation'. Below the title is the sub-header 'Appr Completion Certificate Generation'. A message box states: 'A zipped folder of the generated online certificate forms will be available to download at the [program record documents view.](#)'. Below this message is a 'Please Note' box: 'Please Note: The online completion certificates may take several minutes to generate'.

Figure 105 - Bulk Apprentice Certificates Generation

The related generated certificates are shown below. **NOTE:** All generated Bulk Certificates are placed under the “Documents” tab.

Cameron Tool Corporation - MI007780018

[Summary](#) [Map](#) [Apprentices \(11\)](#) [Davis-Bacon Certification](#) [Affirmative Action Plan](#) [Program Contact Information](#) [Occupation Information](#)
[Wage Schedules](#) [RTI Information](#) [Program History](#) [Review](#) [Reports](#) **Documents** [Update Program](#) [Datasharing](#) [Recruit Talent](#) [Notes](#)
[Related Actions](#)

Program Documents

Apprenticeship Standards

by Sponsor Lovelace
February 22, 2023

Standards Builder Documents

Standards Builder Generated Documents

| Document Name | Document Type | Date Generated |
|--------------------|---------------|----------------|
| No items available | | |

Uploaded Documents

Program Documents

| Document Name | Document Type | Comments | Date Uploaded | Delete |
|---------------------------------|--------------------------|----------|------------------------|--------|
| Certificate of Registration.pdf | Apprenticeship Standards | | 2/22/2023 12:33 PM EST | ✖ |

[DocuSign Digital Signatures](#)
[Generated Apprentice Documents](#)

Completion Certificates and 671s

| Document | Created |
|---|---|
| Generating... Generated by Bulk Apprentice 671 | by sponsoriolovlace5@gmail.com 2/22/2023 3:32 PM EST |
| MI007780018 Bulk Apprentice 671 02222023_1529 | by sponsoriolovlace5@gmail.com 2/22/2023 3:29 PM EST |

Figure 106 - Generated Completion Certificates

5.8.4 Individual Restore Apprentice

This feature should be used to restore Apprentices in canceled, completed, or suspended status. This should be used to correct a mistake and take the Apprentice back to the last status and remove the history of the previous action. **NOTE:** Restore is not the same as Re-Instate.

You can locate functionality in the Program Sponsor view or by selecting an individual Apprentice Number.

1. Select a “Registered Program Number.”
2. Select the “Apprentices” tab.
3. Select a “Canceled, Completed, or Suspended Apprentice.”
4. Select “Restore.”
5. Select “Submit,” and the Apprentice will automatically be updated to Registered status (no ATR approval needed).

COMPLETE
CANCEL
TRANSFER
RE-INSTATE
SUSPEND
UPDATE
GENERATE 671
GENERATE ONLINE CERTIFICATE
RESTORE

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions.

| <input type="checkbox"/> | Apprentice Number | Name | Occupation | Status | Date Apprenticeship Begins | Registration Date | Completion Date | History |
|-------------------------------------|-------------------|---------------------|--|------------|----------------------------|-------------------|-----------------|----------------------|
| <input checked="" type="checkbox"/> | VA2023000054 | Doe, John . II. | FARMER, GENERAL (Agric) (0177) V1 Time-Based | Registered | 1/13/2023 | 1/13/2023 | 1/15/2024 | View |
| <input type="checkbox"/> | VA2023000057 | Doe, Alex John, Sr. | FARMER, GENERAL (Agric) (0177) V1 Time-Based | Registered | 1/13/2023 | 1/13/2023 | 1/15/2024 | View |

Figure 107 - Individual Restore Apprentice – Apprentices

5.8.5 Bulk Restore Apprentices

To Restore Single or Multiple Apprentices at one time, use the Bulk Restore Apprentices functionality. Follow the instructions above, but instead of selecting one Apprentice, select multiple or all.

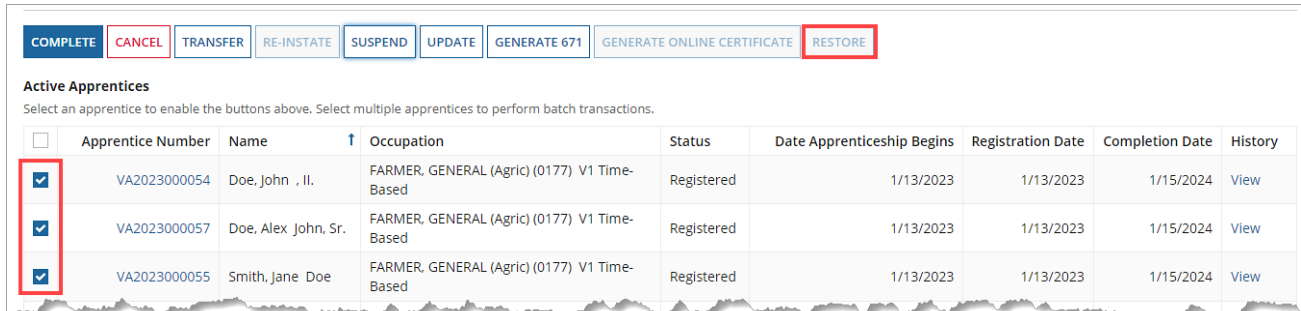


Figure 108 - Bulk Restore Apprentices – Apprentice

5.9 Apprentice Excel Upload

The Apprentice Upload Template is Program and Occupation specific and will contain selected Program information. The Apprentice Upload Template must be downloaded for each Program to ensure Apprentices are associated with the correct Program.

1. Select a “Registered Program Number.”
2. Select the “Related Actions” tab.
3. Select “Apprentice Excel Upload.”

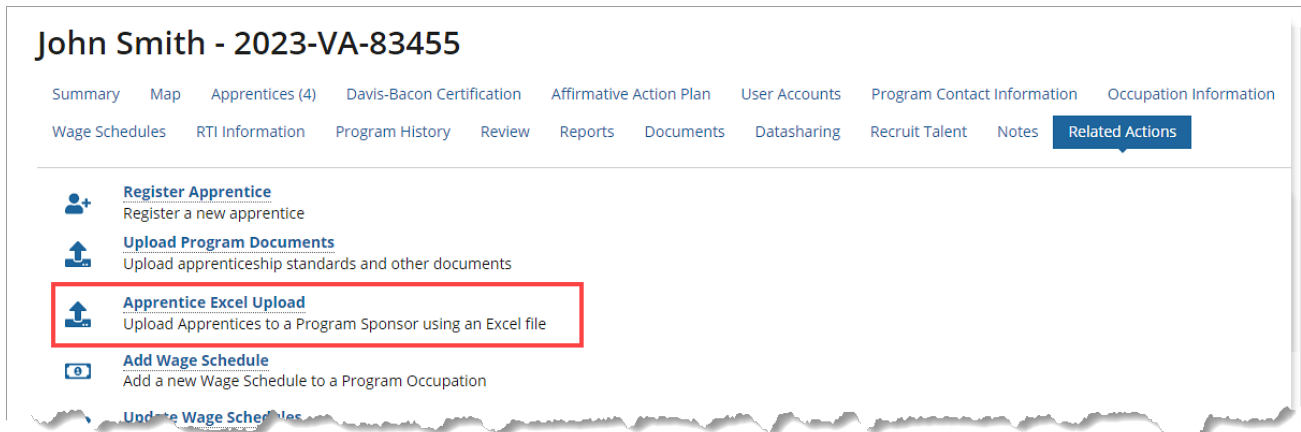


Figure 109 - Apprentice Excel Upload

4. Click to download the “Generate RAPIDS Apprentice Template.”
5. Update the template with your Apprentice data (Headers must remain the same).
6. Check the Data Dictionary on the provided template to ensure the correct values are entered.
7. Select “Upload.”
8. In the “Save as Type” drop-down, change to “Excel Workbook.”
9. Click “Save” and “Submit.”

NOTE: ATR Approval is required for all uploaded Apprentices.

John Smith - Upload Apprentice Data

Instructions

1. Download the excel template using the link located on this page.
2. Update the template with your apprentice data. Note: Headers must remain the same
3. Check the Data Dictionary on the provided template to ensure the correct values are entered in the spreadsheet
4. Upload the excel file using the input field below and click the 'Submit' button.

Apprentices will only be added to Program Sponsor **John Smith**

Apprentice Upload Template

[Download RAPIDS Apprentice Template](#)

[Download RAPIDS Apprentice Template Data Dictionary](#)

CANCEL

Apprentice Data - Excel Upload *

UPLOAD

📎

Drop file here

SUBMIT

Figure 110 - Apprentice Excel Upload Submit

6 Appendix

Table 3 - Acronyms and Definitions

| Acronym | Definition |
|---------|--|
| ATR | Apprenticeship Training Representative |
| BPM | Business Process Management |
| BPMS | Business Process Management System |
| CL | Career Lattice |
| DOL | Department of Labor |
| ETA | Employment & Training Administration |
| IE | Internet Explorer |
| OA | Office of Apprenticeship |
| OIST | Office of Information Systems & Technology |
| RAPIDS | Registered Apprenticeship Partners Information Data System |
| RTI | Related Training/Information Providers |
| SAA | State Apprenticeship Agency |
| WPS | Work Process Schedule |