Standards Builder
User Guide

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Introduction

This Standards Builder Sponsor System User Guide provides a point of reference for potential program sponsors and current program sponsors alike on some common areas of concern and frequently asked questions, including:

- Logging into the system through multiple avenues, including users already having Appian credentials and users gaining access to Standards Builder through Apprenticeship.gov via use of Login.gov credentials.
- Adding personal and organizational contact information for your apprenticeship program and personnel.
- Identifying and adding “apprenticeable” occupations by specific roles and/or industries.
- Declaring minimum requirements and qualifications for participation, defining proposed training, selection procedures, and ways for claiming credit for previous related experience.
- Compiling this information, which constitutes your program standards, and submitting these standards for review by the Office of Apprenticeship (OA).
- Receiving your welcome packet and accessing your registered program as a sponsor user through RAPIDS, our national database of Registered Apprenticeship Partners that includes apprentice, sponsor, and occupation-specific information.

Getting Started

Logging In

You are able to log into Standards Builder through two avenues:

- **If you have an existing Appian account (image right)** (typical if you are currently or have in the past been a sponsor user for a registered apprenticeship program), you can use those credentials by heading to this link and entering your username and password. Then, click the Standards Builder tab at the top left-hand side of the screen. 
  - **Note:** Follow instructions available through this same link if you have forgotten your password and it will be reset.
- **If you have Login.gov credentials (image left),** you can access Standards Builder via Apprenticeship.gov by clicking the Resources tab, and under Apprenticeship Tools, clicking Standards Builder. You can quickly navigate there by clicking this link. Once here, click the Start Now button at the bottom of the page to reach the Login.gov page for accessing Standards Builder. 
  - **Note:** if you don’t have Login.gov credentials, please visit Login.gov to obtain them and repeat the above process.
once you have obtained your Login.gov username and password.

Introducing Your Apprenticeship Program

Adding General Information
When creating program standards, one of the first things the sponsor user has to indicate is basic information like the location (for instance, whether the program will work across state lines), the number of employees currently working for the program, and the number of apprentices the program intends to employ within the foreseeable future. In addition, users should indicate if their organization will be the program’s primary administrator, and if the organizations is interested in administering programs for external organizations as well. Once all these parameters have been defined, the system makes a recommendation for the suggested kind of program, and users can click Create My Program to continue the program creation process.

Note: if users indicate that their organization is not interested in being the primary administrator of your own program, then they may not establish and submit their standards for an apprenticeship program. At this point users are asked to return to Apprenticeship.gov.

Adding Contact Information
Contact Information needs to be specified for both the user entering this information and the organization as a whole. While the individual adding this information will be the primary point of contact for the program,
additional contacts can be added throughout the process.

Once complete, the user will be introduced to their State Director, who will be able to help with any questions you may have around program registration and further developing your apprentice program.

Building Your Apprenticeship Program

Next, the user must build upon their introduction by Identifying and adding specific apprenticeable occupations by specific roles and/or industries, along with defining technical elements of the apprenticeship like proposed training outlines, selection procedures, and wage agreements among several others.

Selecting an Occupation

Users are required to select occupations by either industry or by occupation using ONET codes. These codes correspond to specific roles and industries. Once the ONET code is selected, a list of sponsor defined registered occupations corresponding most closely to that single ONET occupation are made visible along with their RAPIDS codes. From these positions, one must be highlighted as shown, at which point users can click the now activated Add Occupation button.
Next, users should indicate an apprenticeship approach. Apprenticeships can be time-based, competency based, or a hybrid approach.

- **Time-Based Approach** measures skill based on completion of on-the-job training. Generally, this type of apprenticeship lasts between 1 and 4 years.
- **Competency-Based Approach** measures skill based on successful demonstration and evaluation of apprentice skills and knowledge. Generally, this type of apprenticeship lasts between 1 and 4 years.
- **Hybrid Approach** measures skill based on combination of on-the-job training and skill demonstration. Generally, this type of apprenticeship lasts between 1 and 4 years, averaging at 2-2.5 years.

Depending on the type of method selected, work process schedules need to be filled in and entered a little differently. A work process schedule includes the list of required apprenticeship activities along with the number of hours each relevant task requires to be met. **These hours can vary, and depend on the occupations selected.** In addition, for apprenticeships that are either time-based or hybrid, the duration of these on-job learning (OJL) tasks **can be adjusted by 25% above or below the recommended OJL hours.**
• **Work Process Schedules for Time-Based Approach**
  o Sponsor will need to complete each section in hours to add up to the total duration of the apprenticeship.

• **Work Process Schedules for Competency-Based Approach**
  o In this case, sponsor users don’t need to complete each section in hours, as progress in competency-based occupations is measured with skill demonstration.

• **Work Process Schedules for Hybrid Approach**
  o Sponsors may complete each section in hours as progress in hybrid occupations is measured with a mix of on-the-job training and skill demonstration. Both a minimum and maximum number of hours for each task must be specified. Again, the duration of these on-job learning (OJL) tasks can be adjusted by 25% above or below the recommended OJL hours.

**Note:** no matter the type of apprenticeship method selected, work process schedules and their detailed tasks can be edited, added, or removed by clicking the **Edit Work Activities** button in the lower hand corner of the screen.
Outlining Related Instruction

Sponsors can choose their own program or external organizations to provide their apprentices with related training options. If the sponsor’s organization will be the one providing the training, their contact data will prepopulate into the form.

Let’s add your training provider

The training provider is the organization who provides instructional course work related to the apprenticeable occupation.

Will your organization be the one providing related training?

Yes

Enter your training provider details below:

Training Provider

Name *
Test Org

Address
123 Heming Way

City
Alexandria
State
Virginia
Zip
22304

Training Provider Contact

First Name
Test
Last Name
Org
Telephone
(301) 123-1234
Email
testorg@gmail.com

If a different organization will provide the training, the user can enter that information into the form.

Let’s add your training provider

The training provider is the organization who provides instructional course work related to the apprenticeable occupation.

Will your organization be the one providing related training?

No

Enter your training provider details below:

Training Provider

Name *

Address
Street Address

City

State
Select
Zip

Training Provider Contact

First Name

Last Name

Telephone

Email

Once contact information is entered for the related training instruction provider, sponsors can click Continue to enter one or more specific courses/subjects as they relate to the apprenticeship.
Specifying the Probationary Period

Every applicant selected for apprenticeship must serve a probationary period, during which either apprentice or sponsor can terminate the apprenticeship agreement by notifying the other party in writing.

Defining Wages and Wage Amounts

Apprentices must be paid a wage rate that is progressively increasing throughout the course of their apprenticeship. Sponsor users can specify multiple wage levels by clicking the icon to Add More Levels.
Outlining Selection Procedures

Every sponsor is required to enter some of the selection procedures they will utilize as part of recruiting for and filling their open positions, whether from within or without the company. Selection procedures are required by the Office of Apprenticeship regardless of the final number of registered/active apprentices.
Every sponsor is required to enter some of the selection procedures they will utilize as part of recruiting for and filling their open positions, whether from within or without the company. Selection procedures are required by the Office of Apprenticeship regardless of the final number of registered/active apprentices that will be served. Once selection procedures have been defined, sponsor users have officially completed adding a single occupation end-to-end for registration and apprenticeability. If they desire, they may continue with the process or add another occupation.

**Finalizing Your Apprenticeship Program**

Before submitting program standards for Office of Apprenticeship review, the following elements have to be addressed in program standards in order for the apprenticeship program to be considered compliant with various federal and state regulations.

**Defining Minimum Qualifications**

Sponsors must determine the minimum qualifications needed for participating in their apprenticeship program. These include age and education requirements, physical capability, and other qualifications. **Note:** In future implementations, the minimum age will default to 18 as opposed to 16, and apprentices younger than 18 will need to have required parental consent/signatures on the apprenticeship agreement.
Additional Related Training Information

While related training outlines have been covered in previous sections, this part of the standards process focuses on wages earned during related training; in particular, sponsors have to specify whether their apprentices will be financially compensated for time spent attending courses in accordance with their related training plan.

Previous Experience

Sponsors can allow applicants seeking credit for previous experience gained outside the apprenticeship program to furnish evidence appropriate to substantiate the claim. This involved applicants furnishing official documents including transcripts, affidavits, certificates, and other documentation deemed appropriate by the sponsor.

OK, now let's set up credit for previous experience

Apprentice applicants can seek credit for previous experience gained outside the supervision of the sponsor.

Do you have any additional requirements for the apprentice to receive credit for previous experience?

Yes

Enter any additional requirements below

a
b
c

CONTINUE
Equal Employment Opportunity (EEO) Pledge

Sponsors can indicate all the protected groups and bases in this apprenticeship program for the purposes of recruitment and Diversity/Inclusion.

Now let’s add your Equal Opportunity Pledge

Equal Employment Opportunity pledges can be updated to apply to additional protected bases.

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Related Training</th>
<th>Previous Experience</th>
<th>EEO Pledge</th>
<th>Affiliation</th>
<th>Disclosure Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Equal Opportunity Pledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Test Org will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.</td>
<td></td>
<td></td>
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<td></td>
<td>Do you have any additional protected bases?</td>
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<td>(as applicable per the sponsor’s state or locality)</td>
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<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter any additional protected bases below</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Veteran Status</td>
<td></td>
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</tr>
</tbody>
</table>

Disclosing Affiliation

Sponsors can indicate any relevant union affiliations for their apprenticeship program. Generally, however, most apprenticeship programs tend not to be affiliated with a union.

Let’s learn about any affiliations

Most apprenticeship programs are not affiliated with a union.

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Related Training</th>
<th>Previous Experience</th>
<th>EEO Pledge</th>
<th>Affiliation</th>
<th>Disclosure Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Is your program affiliated with a union?</td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Most apprenticeship programs are not affiliated with a union</td>
<td></td>
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</tr>
</tbody>
</table>

A Note on Disclosing Related Training Outlines

Sponsors can choose whether nor not to share their outlines with potential apprenticeship sponsors. This is entirely optional, and has no bearing on the outcome of the review that your program standards are about to undergo.
Reviewing and Submitting Standards

Sponsors then move onto a summary page that displays their progress in each area, and if they are missing any key information, they are prompted at the top of the screen to add missing information prior to submission for review.

Once all the necessary information has been entered and validated, sponsors can submit their standards for OA Review.
Next Steps

Once the standards have been reviewed and submitted, your State Director (SD) will review the progress you’ve made so far, and reply with any feedback they may have. Once your program has been approved by the Department of Labor, we will collect signatures from you and your program will be registered.

The following is an example of some of the email notifications sponsor users receive along the process of their program getting approved, signed, and registered:

The image below on the left, from Docu-Sign, inviting sponsors to review draft standards and sign them, reaches sponsors via email once their ATR and SD review their program and signs the program standards. Once OA program registration has been completed on the ATR side, the notification to the right is visible, which includes your program’s official program number in the format [YYYY-State Code-ProgramNumber]. Concurrently you will receive the welcome and credential emails pictured left, the latter of which includes your username and password that you can use after clicking the button “View My RAPIDS Program” in the notification email above.
Welcome to RAPIDS 2.0! Your program number is: 2021-FL-82294

In a separate email titled “BPMS - U.S. Department of Labor account creation” you will receive your log on instructions. These instructions include your username, temporary password, and the link to access the system. Please note that your username is your email address all in lower case.

If you do not receive the system generated email containing your temporary password, please use the following alternative steps to set up your account:

- Open your browser and go to the following website: [https://idol.appiancloud.com/suite](https://idol.appiancloud.com/suite)
- Please bookmark this website in your browser’s list of favorite websites
- Choose the “Forgot your Password” link on the log on screen (see attachment)
- Enter your username in lower case and select “send email”
- Once you receive the email from the system, please log on and change your temporary password
- Passwords must be a minimum of eight characters with a minimum of one capital letter and one special character

Please review the attached documents for additional help getting started with the RAPIDS 2.0 system.

Thank you

**Additional Resources**

**Glossary**

**ONET**

An occupational information framework used by Standards Builder for choosing occupations in the process of setting up new standards for program sponsors.

**Sponsor**

An organization/entity that partners with the Office of Apprenticeship to provide communities with quality pre-apprenticeship and apprenticeship opportunities.

**ATR**

Apprenticeship and Training Representative – Role in Office of Apprenticeship, US Department of Labor

**SD**

State Director – Role in Office of Apprenticeship, US Department of Labor

**Time-Based**

A method of assessing skill acquisition during apprenticeships, based on specified work tasks and activities, along with the corresponding number of required hours to put towards said activities.

**Competency-Based**

A method of assessing skill acquisition during apprenticeships, based on demonstration of skill and the technical proficiency of work performance.
Hybrid

Application of a combination of time-based and competency-based measurements to reflect skill acquisition and apprentice progress.

Protected Bases

Protected Groups defined by race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability.

EEO

Equal Employment Opportunities.

Additional Reference

For additional information, please view the embedded document below, which outlines Sponsor Requirements for Registered Apprenticeship Programs. Right click the first page, below, click “Acrobat Document Object”, and click open, at which point the full PDF will open for you in Adobe.

Contact Us

For any other questions and concerns, please don’t hesitate to contact us at Apprenticeship.ITHelp@dol.gov.