



Apprenticeship

RAPIDS 2.0

PROGRAM SPONSOR'S USER GUIDE

JUNE 31, 2019

DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP (OA)

EMPLOYMENT AND TRAINING (ETA)

BUSINESS PROCESS MANAGEMENT SYSTEM (BPMS) PLATFORM



Revision History

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1. Introduction

Welcome to RAPIDS 2.0!

The US Department of Labor’s (DOL) Employment & Training Administration (ETA), with support from its Office of Information Systems & Technology (OIST) and Apptec, Inc., has been implementing a plan to develop and deploy a modernized, cloud-base, Business Process Management (BPM) system to replace the existing legacy Registered Apprenticeship Partners Information Data System (RAPIDS) system. The two main tasks involved in replacing the legacy system are (a) implementing end user features, functions, and work flow processes using 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 users to navigate the system in key areas including:

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

2.1. Your New RAPIDS 2.0 User Account



You’ve Got Email

You should have received an email from **admin@dol.appiancloud.com** with the subject “**Appian for US Department of Labor account creation.**” This email contains the following login requirements:

- ⇒ Your username which is your email address (case sensitive, enter in lower case)
- ⇒ A temporary password
- ⇒ A link to RAPIDS 2.0

2.2. Account Deactivation Duration

Account deactivation occurs from inactivity, when a user does not log into the RAPIDS 2.0 system for longer

A screenshot of a web interface showing a checkbox labeled 'Deactivate Users Who Have Not Logged In Recently' which is checked. Below it is a label 'Idle User Deactivation Duration (Days) *' followed by a text input field containing the number '210'. At the bottom, there is a descriptive text: 'Number of days since a user's last successful login after which to deactivate their account'.

Figure 1: Account Deactivation Duration

The Business Owner of Legacy RAPIDS and RAPIDS 2.0 is the ETA’s Office of Apprenticeship (OA). ETA’s Office of Information Systems and Technology (OIST) provides direct technical support to OA’s Legacy RAPIDS and RAPIDS 2.0 systems



Apprenticeship

Congratulations on your new Apprenticeship Program Registration. Your program number is: 20XX-XX-XXXX

You will receive a login and temporary password for your program in a separate email from admin@dol.appiancloud.com with the subject "BPMS - U.S. Department of Labor account creation." This email will contain the following:

- Your username, which is your email address
 - case sensitive, enter your entire email address in lower case letters
- A temporary password
- A link to RAPIDS 2.0

Setting your password

You only have 7 days to log in and reset your password before your account is deactivated

Enter the temporary password you received in your email and click the "SIGN IN" button. Then system will prompt you to enter a new password. Your new password must be at least eight (8) characters and have at least one (1) of each of the following:

- Uppercase letter
- Special character (such as ~, !, @, #, %)
- Lowercase letter
- Number

Understanding your account

Your account will automatically deactivate after 210 days of inactivity

Once you login to RAPIDS 2.0 at <https://dol.appiancloud.com> you should download the user guide for future reference at the bottom of the homepage. We also recommend that you bookmark this link to your favorites tool bar.

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: <https://dol.appiancloud.com>
- Choose the "Forgot your Password?" link on the log on screen (see attachment)
- Enter your username (email address) in lower case and select "Send Email"
- Once you receive the email from the system, please log on and change your temporary password

You will use RAPIDS 2.0 to submit apprentice action request electronically. Once your servicing representative reviews the request they will approve all cancellations, completions, suspensions, transfers and registrations.

Forgot Your Password?

To reset your password, click on the "Forgot Your Password?" on the logon page. The system will display a Forgot Password dialog box. Enter your username in lower case and click the "Send Email" button.

To get help for RAPIDS 2.0, send an email to: Apprenticeship.IThelp@dol.gov

Figure 2: Temporary Sign in Sample Email

2.3. Security Warning Message

1. Copy/paste the URL from the Appian email in your browser address box and click the enter button:
<https://dol.appiancloud.com/>
2. Review the “Security Warning Message”
3. Click the “I AGREE” button to accept the system requirements, the system will display the Sign In page

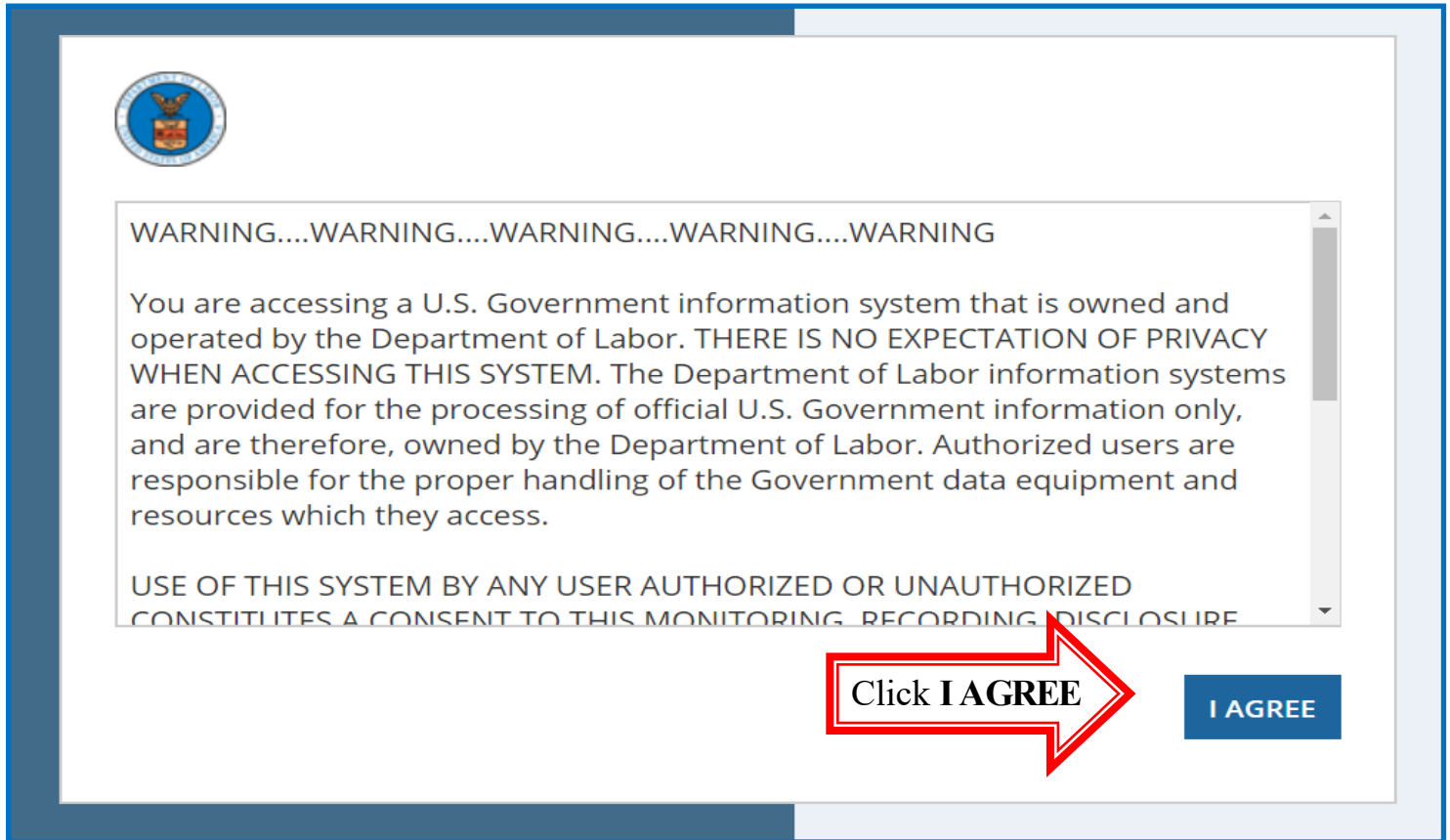


Figure 3: Security Warning Message

2.4. Sign In

1. The system will display the **SIGN IN** page
2. Enter your username in lower case (**example:jones.kim@dol.gov**)
3. Enter your temporary password that is also in the welcome email

A screenshot of the RAPIDS 2.0 Sign In screen. At the top left is the U.S. Department of Labor seal. Below the seal are two input fields: "Username" and "Password". To the left of the "Username" field is a red arrow pointing to it with the text "Enter username in lower case". To the left of the "Password" field is another red arrow pointing to it with the text "Enter username in lower case". Below the "Password" field is a link that says "Forgot your password?". At the bottom right is a blue button labeled "SIGN IN".

Figure 4: RAPIDS 2.0 Sign in Screen

2. 5. Change Password

Enter the temporary password you received in the Change Password email and click the **SUBMIT** button. Then system will prompt you to enter a new password. Your **new password** must be at least eight (8) characters and have at least one (1) of each of the following:

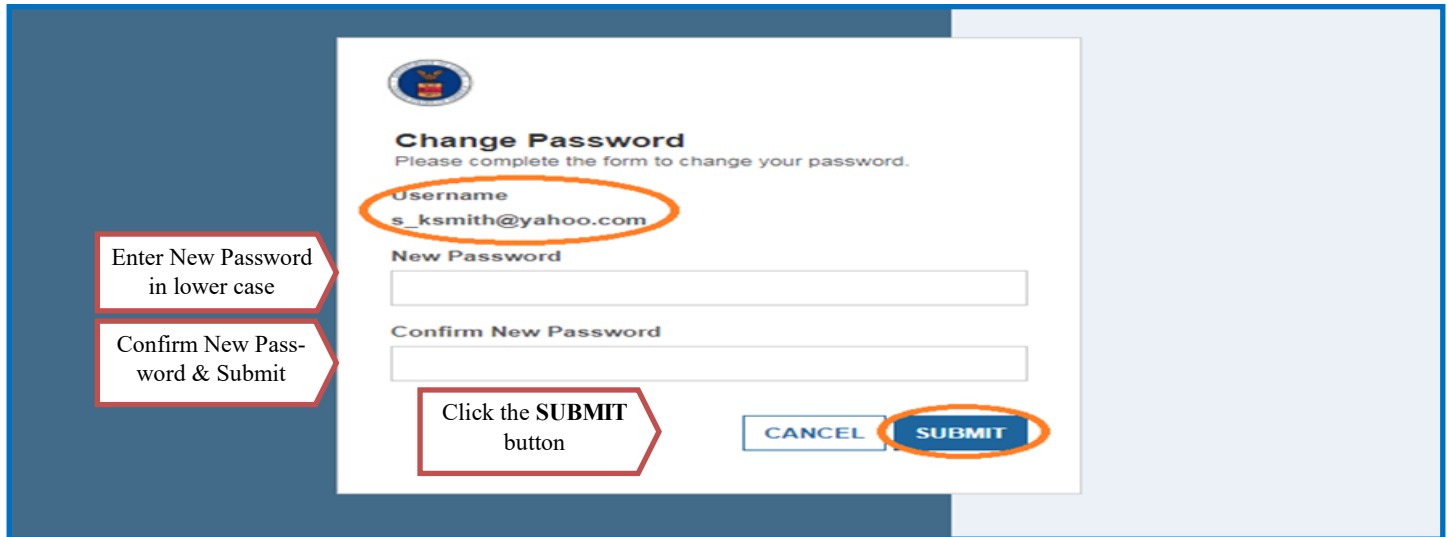
® Uppercase letter

® Special character

® Lowercase letter

® Number

***** AFTER CHANGING YOUR PASSWORD, YOU MUST LOG OUT AND LOG IN AGAIN USING YOUR NEW PASSWORD *****



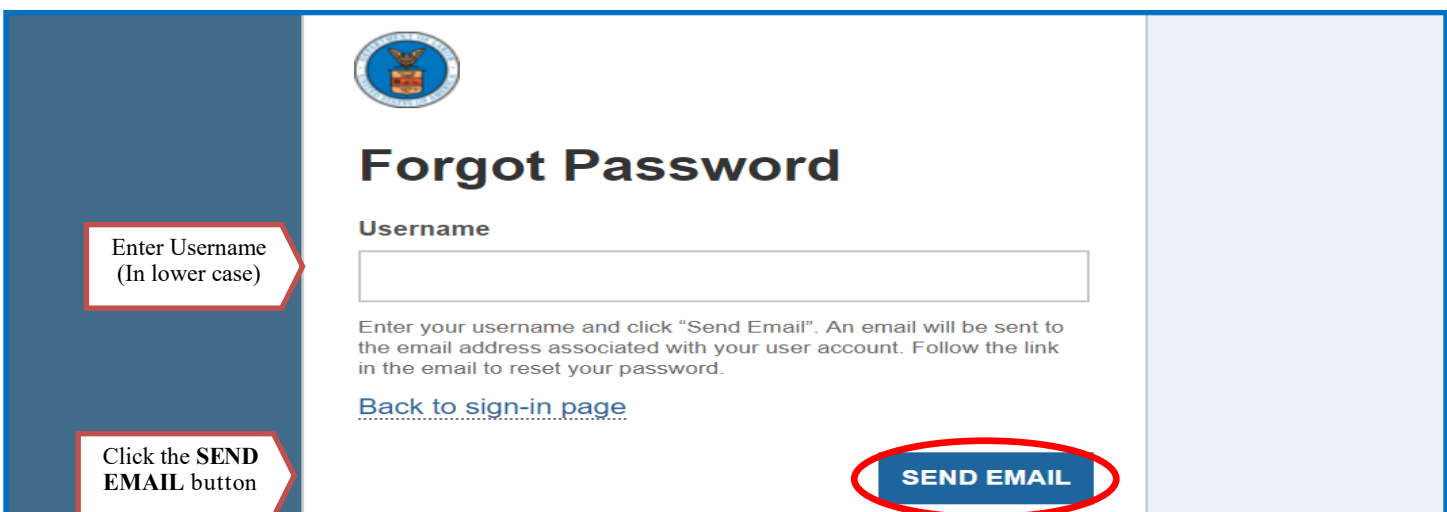
The screenshot shows the 'Change Password' form. At the top is a logo and the title 'Change Password' with the instruction 'Please complete the form to change your password.' Below this are three input fields: 'Username' (containing 's_ksmith@yahoo.com'), 'New Password', and 'Confirm New Password'. At the bottom are two buttons: 'CANCEL' and 'SUBMIT'. Annotations include: a red box around the 'Username' field with the text 'Enter New Password in lower case'; a red box around the 'Confirm New Password' field with the text 'Confirm New Password & Submit'; and a red box around the 'SUBMIT' button with the text 'Click the SUBMIT button'.

Figure 5: Change Password

2. 6. Forgot Password

Forgot your RAPIDS 2.0 password?

1. Enter your Username in lower case
2. Click the **SEND EMAIL** button



The screenshot shows the 'Forgot Password' form. At the top is a logo and the title 'Forgot Password'. Below this is a 'Username' input field. A paragraph of text reads: 'Enter your username and click "Send Email". An email will be sent to the email address associated with your user account. Follow the link in the email to reset your password.' Below this is a link that says 'Back to sign-in page'. At the bottom right is a 'SEND EMAIL' button. Annotations include: a red box around the 'Username' field with the text 'Enter Username (In lower case)'; and a red box around the 'SEND EMAIL' button with the text 'Click the SEND EMAIL button'.

Figure 6: Forgot Password

2. 7. Password Reset Email

The system will send you a **Password Reset Email** that is only active for 15 minutes

1. Click on the URL link in the email to access the Reset Password functionality

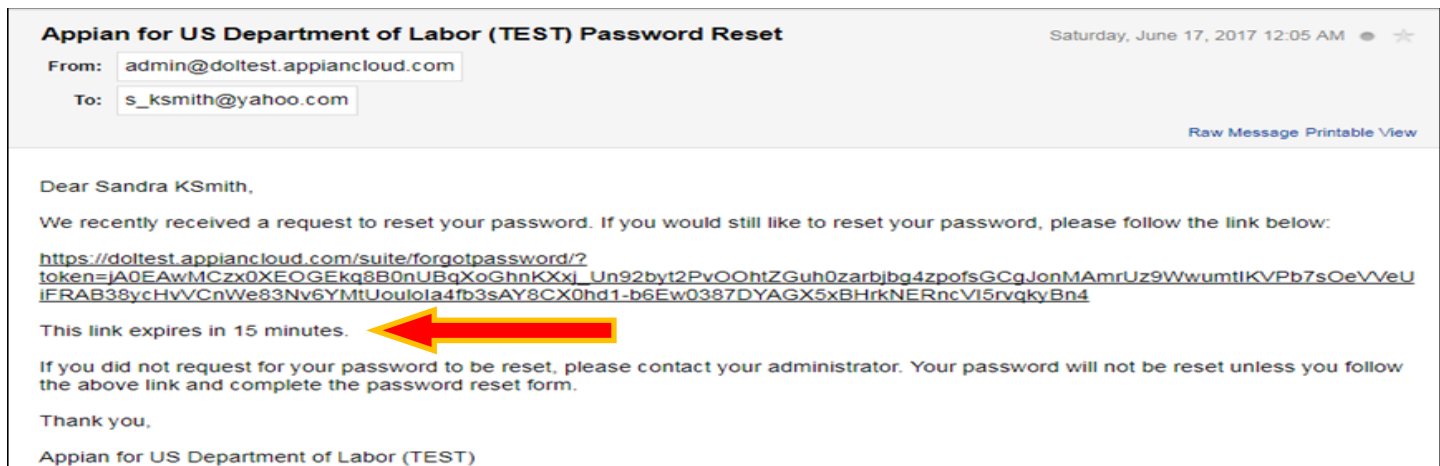


Figure 7: Password Re-set Email

2. 8. Internet Explorer (IE) and Chrome Settings

Chrome is the Department of Labor preferred browser and Internet Explorer (IE) is the secondary. Please refer to RAPIDS 2.0 Quick Reference Guide-Internet Explorer Display Settings so, that you experience the full functionalities that RAPIDS 2.0 has to offer:

1. Appendix A: Quick Reference Guide – IE Settings

3. RAPIDS 2.0 Home & Navigation Menus

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

Navigation:

- ⇒ **My Profile** – Enter your Contact Information
- ⇒ **Advanced Search** – Apprentice Search | Program Search | Program Occupation Search
- ⇒ **User Messages** – User messages display system messages i.e. system updates / system maintenance dates
- ⇒ **Email Preferences** – Turn on Email Notifications for Program and Apprentice Updates
- ⇒ **User Guide** – How to navigate RAPIDS 2.0; download the **Program Sponsor's User Guide**

Actions:

- ⇒ **Register an Apprentice** – Register an Apprentice in a Registered Program

On the right side:

- ⇒ **CSV Download** – Capabilities to download the list of **Registered Programs** to a CSV file

Navigation

- Home
- My Profile
- Advanced Search
- User Messages (1)
- Email Preferences
- User Guides

Actions

- Register an Apprentice

Home

Registered Programs

Click the column headers to sort the Program data

Program Number	Sponsor Name	Assigned ATR	Status	Registered Date	Last Updated Date
CA002125260	FTI Resilient Floor & Decorative Covering Crafts	page.arthur@dol.gov	Registered	12/15/2011	2/14/2019
KY030090008	LEXINGTON SHEETMETAL WKRS JAC	sofia.atrnew@gmail.com	Registered	9/7/1973	3/15/2018
MI008890032	A & O MOLD & ENGR.	clawson.tiffanie.l@dol.gov	Registered	6/5/1989	2/26/2019
MI007114348	A PLUS ELECTRIC, INC.,	clawson.tiffanie.l@dol.gov	Registered	1/11/2011	8/6/2018
MI008168388	A-1 REFRIGERATION SALES AND SERVICE, INC.	clawson.tiffanie.l@dol.gov	Registered	4/27/2000	1/30/2019
MI008125480	AA ELECTRIC Company	clawson.tiffanie.l@dol.gov	Registered	11/22/2011	10/2/2018
AR022780005	ACEF	clawson.tiffanie.l@dol.gov	Registered	4/3/1978	10/2/2018

CSV Download

Figure 8: RAPIDS 2.0 Program Sponsor's Home Page

3. 1. My Profile

1. Edit your Profile by clicking on the **Edit Profile** button
2. Enter your contact information in **My Profile**
3. Click the **Save Changes** button

Debra Whitmore

Summary RAPIDS Programs RAPIDS E-Mail Preferences Related Actions

Debra Whitmore

EDIT PROFILE PHOTOS

Figure 9: My Profile

3. 2. Photos

1. Add a photo to your **Profile** and **Cover** by clicking on the **Photos** button
2. Click on **Change Profile Photo** button to change your profile photo (use jpg photo type)
3. Click on **Change Cover Photo** button to change your cover photo (use jpg photo type)

3.3. Advance Search

The **Advanced Search** feature allows users to search on the following criteria:

- a. Apprentice Search
- b. Program Search
- c. Program Occupation Search

⇒ **Note:** Click on the **Show Advanced Criteria** button to expand your search

1. Click on the Search option button and enter a search criteria
2. Click the **View Results** button

The screenshot shows the 'Advanced Search' page. On the left, the 'Navigation' menu has 'Advanced Search' highlighted. The main area has three tabs: 'Apprentice Search', 'Program Search', and 'Program Occupation Search'. Below the tabs is the 'Apprentice Search Criteria' section. It contains five input fields: 'Apprentice Number', 'Last Name', 'First Name', 'Middle Name', and 'SSN Four'. A 'VIEW RESULTS' button is located to the right of these fields. Below the input fields is a 'Show Advanced Criteria' link.

Figure 10: Advance Search Criteria

3.4. User Messages

The System Administrators will use the **User Messages** feature to notify users of any upcoming system maintenance and other messages

The screenshot shows the 'User Messages' page. On the left, the 'Navigation' menu has 'User Messages (1)' highlighted. The main area shows a table with two columns: 'Message' and 'Date Created'. The 'Message' column contains a notification about a page refresh required for updating/completing apprentice actions. The 'Date Created' column shows 'Jan 31, 2018'.

Figure 11: User Messages

Users can set-up Email Preferences to receive notifications on Apprentices Approval and Employer Submitted Apprentice Requests.

The screenshot shows the 'Email Preferences' page for a user named Debra Whitmore, who is a Sponsor. The page is divided into two main sections: 'Apprentice Approval Notifications' and 'Employer Submitted Apprentice Requests'. Each section contains a list of notification types with radio buttons to select 'Yes' or 'No'.

Apprentice Approval Notifications	
Registration	☒ Yes ☐ No
Cancellation	☒ Yes ☐ No
Completion	☒ Yes ☐ No
Re-Instate	☒ Yes ☐ No
Suspension	☒ Yes ☐ No
Transfer	☐ Yes ☒ No

Employer Submitted Apprentice Requests	
Registration	☒ Yes ☐ No
Completion	☒ Yes ☐ No
Cancellation	☒ Yes ☐ No
Suspension	☒ Yes ☐ No
Re-Instate	☒ Yes ☐ No
Update	☒ Yes ☐ No

Figure 12: Email Preferences — Navigation

The screenshot shows an email titled 'Apprentice Cancellation Updates' from 'process268541197@dolstage.appiancloud.com'. The email is addressed to Debra Whitmore and contains the following text:

Dear Debra Whitmore,

The apprentice MI2019000022--Chowing,Smart Cancellation has been Declined for the program MI008890032--A & O MOLD & ENGR..

Cancellation Date:3/7/2019

Please click the below link to access the apprentice.

https://dolstage.appiancloud.com/suite/sites/oa/page/home/record/IQBaniLn2v6TWHj9L5HLtjWa8ba7ybc0IVmiNhiGOCX-uabSRICIYKZnb_WvBpFYCWhGFwk2kLvlcZVgiY6WUGysRkWelFXbv5SguRRnNwCpWvBAlyw/view/summary

Figure 13: Sample Email

3.6. User Guides

The User Guides were created to help users navigate RAPIDS 2.0:

1. Click on the **User Guide** link on the left Navigation; a new browser tab will open
2. Click on file name to download

The screenshot shows the 'RAPIDS 2.0 User Guides' page. The page has a header with 'User Guides' and 'RAPIDS User Guides'. The main content area is titled 'RAPIDS 2.0 User Guides' and features a 'Sponsor' button. Below the button is a list of files for download:

- RAPIDS 2_SponsorUserGuide-May_2018_Vr8.pdf
- RAPIDS 2_SponsorUserGuide-May_2018_Vr8.pdf
- RAPIDS 2_SponsorUserGuide-May_2018_Vr8.pdf
- Empty.pdf
- Updated 4451.docx

Figure 14: User Guides

4. Update Program Actions / ATR Approval

Below is a list of Program Sponsors actions that requires an ATR approval when updating an Apprenticeship Program.

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

4. 1. Update Program

Before registering Apprentices in your Apprenticeship Program(s), it's a good idea to review the **Registered Program** information first as the Office of Apprenticeship (OA) has and continually make updates to the Register Apprenticeship Program process flow.

To review the **Program Information** and/or an **Update Program**:

1. Click on the **Registered Program number** listed on the Home Page
2. Click on the **Program Information** link to review the Registered Program data
3. Click on the **Update Program** link to update the Registered Program

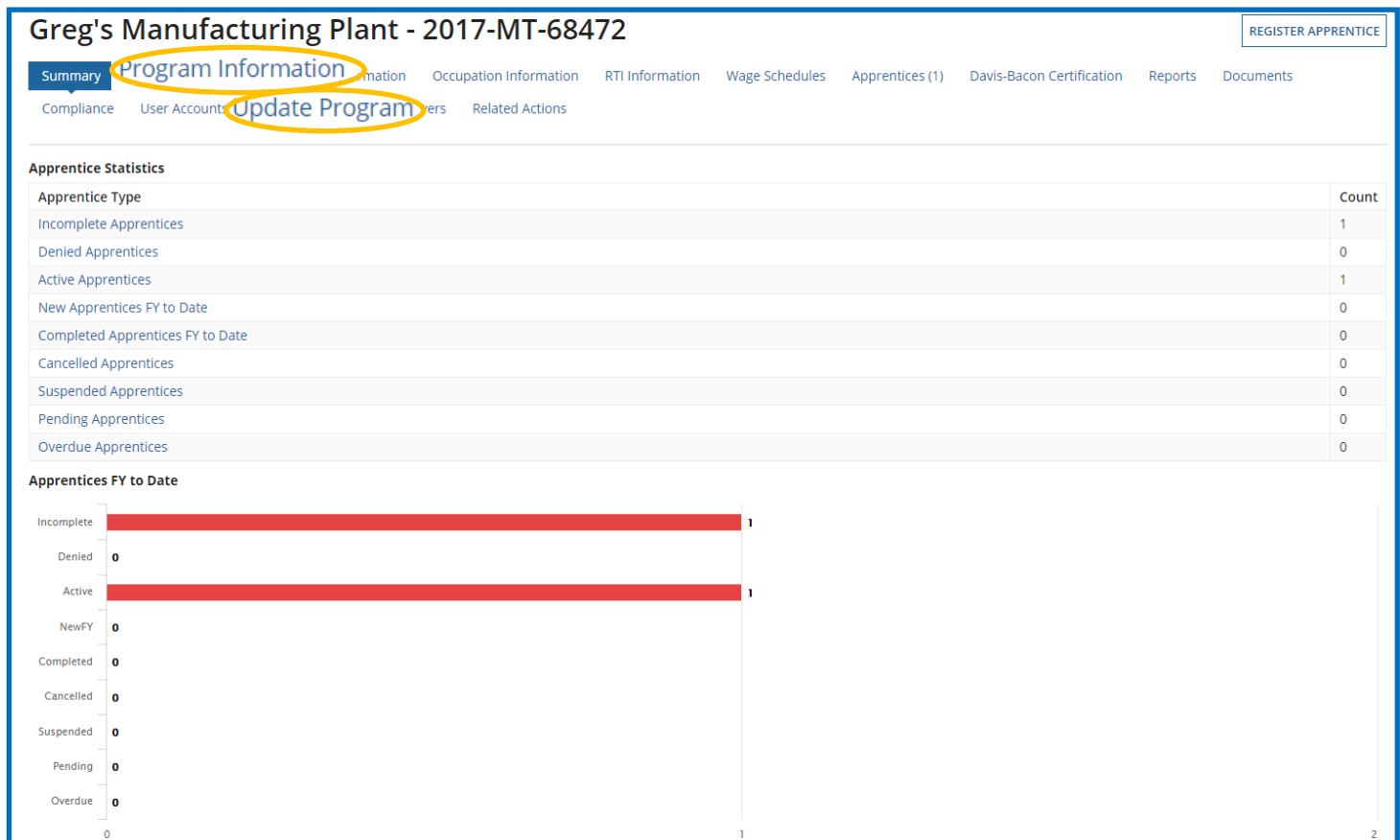


Figure 15: Update Program

In 2017, the Office of Apprenticeship (OA) implemented a new Grant question in the Register Apprenticeship Program process flow; **“Was this program started or expanded as a result of the State Apprenticeship Expansion Grant Initiative?”** The system defaults to **“No”**. If this question applies to your Apprenticeship Program follow the directions below to update the question to **“Yes”**:

1. Click the **“Yes”** button
2. Click **Save & Request Program Update** button – This action **does not** require an ATR Approval

Greg's Manufacturing Plant - 2017-MT-68472

[Summary](#)
[Program Information](#)
[Contact Information](#)
[Occupation Information](#)
[RTI Information](#)
[Wage Schedules](#)
[Apprentices \(1\)](#)
[Davis-Bacon Certification](#)
[Reports](#)
[Documents](#)

[Compliance](#)
[User Accounts](#)
[Update Program](#)
[Employers](#)
[Related Actions](#)

Sponsor Information

* Sponsor Name

Greg's Manufacturing Plant

EIN

* Address

123 Main St

* City

Sun City

* State

Idaho

* Zip

11111

County

Update County

* Sponsor Type

Employer

Parent Organization / National Affiliation

Choose Parent Organization

☐ Choose an Existing Organization
 ☐ Add a New Organization
 ☒ None

Program Information

* Program Type

☐ Individual Non-Joint
 ☐ Individual Joint
 ☒ Group Joint
 ☐ Group Non-Joint

* Local Bargaining Agency

ABC Union

* Waiver

☒ Yes
 ☐ No

* Selection Procedure?

☒ Yes
 ☐ No

* Affirmative Action Plan?

☒ Yes
 ☐ No

* Was this program started or expanded as a result of the State Apprenticeship Expansion Grant Initiative?

☐ Yes
 ☒ No

* Size of Workforce

100

* NAICS

332312 Fabricated Structural Metal Manufacturing

Show All

* Products / Services

metal manufacturing

Significant Dates

* Registration Date

Jun 21, 2017

Current Status Information

Status

Registered

Status Last Updated

Mar 8, 2019

Status Last Updated By

Debra Whitmore

SAVE & REQUEST PROGRAM UPDATE

Figure 16: Update Program— New Grant question

4. 2. User Accounts

The User Accounts feature allows the Program Sponsor to grant user's access to their Apprenticeship Program(s)

4.2.1 Add New User Accounts

1. Click the **User Accounts** link on the **Program Summary** page, the system will display the **Add New User Account** button

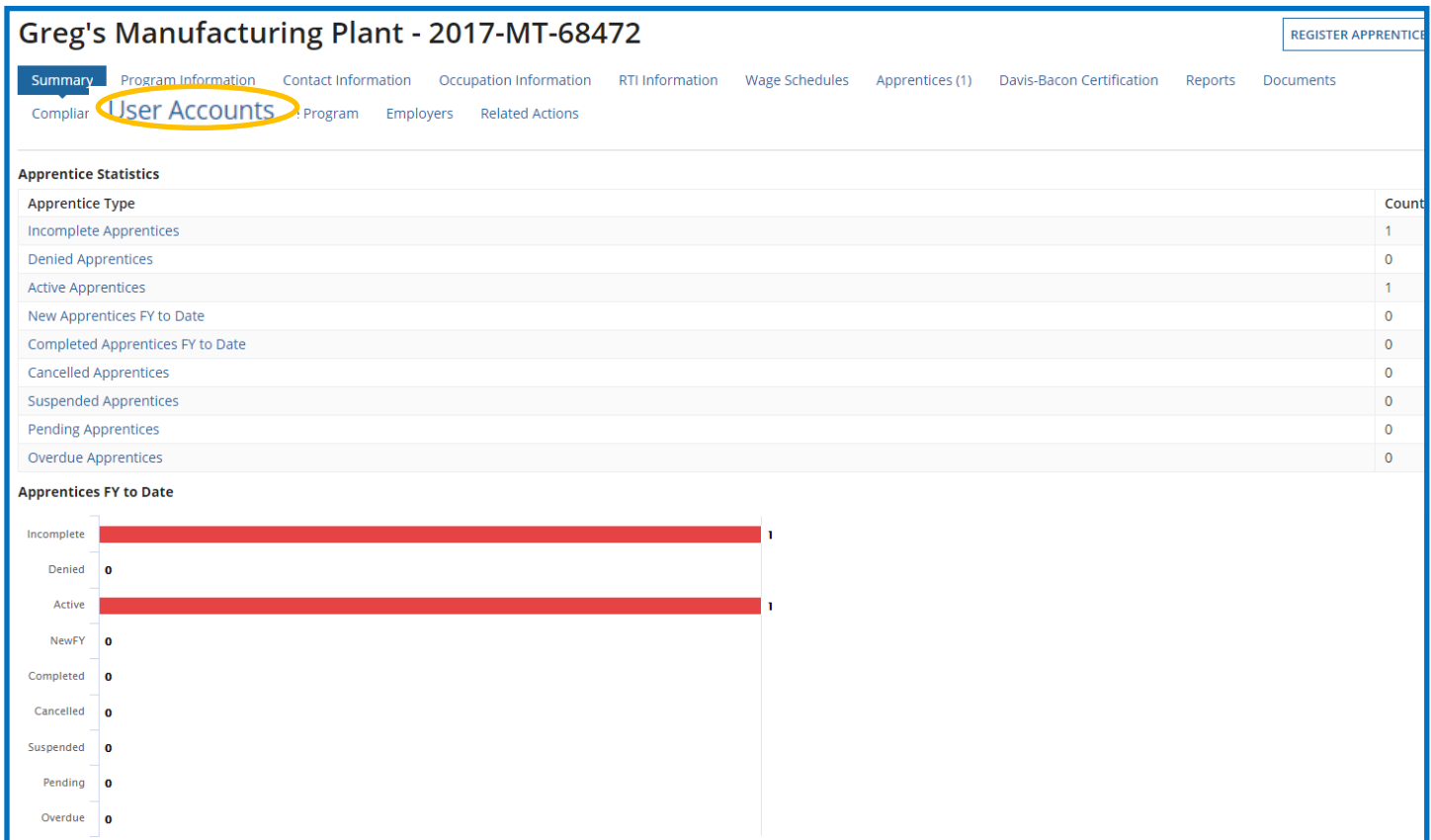


Figure 17: New User Accounts

2. Click on the **Add New User Account** button

The screenshot shows the 'Greg's Manufacturing Plant - 2017-MT-68472' page. The navigation menu at the top includes 'Summary', 'Program Information', 'Contact Information', 'Occupation Information', 'RTI Information', 'Wage Schedules', 'Apprentices (1)', 'Davis-Bacon Certification', and 'Reports'. The 'User Accounts' link is highlighted in the 'Program Information' section. Below the navigation menu, there is a section titled 'User Accounts' with a sub-section 'Account Setup'. The 'Account Setup' section contains the text 'Add Users to your program here.' and two buttons: 'ACTIVATE' and 'UPDATE'. To the right of these buttons is a large blue button with the text 'ADD NEW USER ACCOUNT' highlighted in yellow. Below the 'Account Setup' section is a table titled 'List of Users Accounts' with columns for 'Username', 'Name', and 'Status'. The table lists one user: 'test23454@test.com' with the name 'Smith, Greg' and status 'Deactivated'. Below the table is a section titled 'Need Help?' with the text 'Contact Apprenticeship.IThelp@dol.gov for help setting up user accounts.'

Username	Name	Status
test23454@test.com	Smith, Greg	Deactivated

Figure 18: Add User

- a. Enter the * required fields for **Add User Email** – Enter email address in lowercase
- b. **First Name**
- c. **Last Name**
- d. The system will search the entered email address to verify if the account exists. If User exist, the system will pre-populate the User **First Name** and **Last Name**

3. Click the **Save** button

Greg's Manufacturing Plant - 2017-MT-68472

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

Documents Compliance **User Accounts** Update Program Employers Related Actions

User Accounts

Account Setup
Add Users to your program here.

Add User

* Email  stevenmiller@gmail.com

* First Name Steven

* Last Name Miller

Need Help?
Contact Apprenticeship.IThelp@dol.gov for help setting up user accounts.

Figure 19: Add User Accounts

4. The system will display a confirmation that the user has been added successfully

Greg's Manufacturing Plant - 2017-MT-68472

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

Documents Compliance **User Accounts** Update Program Employers Related Actions

User Accounts

Account Setup

 User stevenmiller@gmail.com has been added. [\[Hide\]](#)

List of Users Accounts

☐	Username	Name	Status
☐	stevenmiller@gmail.com	Miller, Steven	Active
☐	test23454@test.com	Smith, Greg	Deactivated

Figure 20: Add User Accounts Confirmation

5. The system will send the User a system generated **Access Granted** email on your behalf

RAPIDS 2.0 Program MI008168388 Access Granted

From: "Clawson Tiffanie" <hadrarehima@gamil.com>

To: "Sandra Test Test Smith" <s_ksmith@yahoo.com>

Sandra Test Test Smith,

You have been added to program number MI008168388 by clawson.tiffanie.l@dol.gov.

You can access RAPIDS 2.0 at the following URL:

<https://dol.appiancloud.com/suite>

Thank you

Figure 21: Access Granted to Program Sample Email

4. 2. 2 Update User Accounts

To Update User Accounts:

1. Click the check box next to the **Username** you want to update, the system will enable the **Update** button
2. Click the **Update** button

Greg's Manufacturing Plant - 2017-MT-68472

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

Documents Compliance **User Accounts** Update Program Employers Related Actions

User Accounts

Account Setup
Add Users to your program here.

✓ User stevenmiller@gmail.com has been added. [\[Hide\]](#)

ACTIVATE **UPDATE** ADD NEW USER ACCOUNT

List of Users Accounts

☒	stevenmiller@gmail.com	Miller, Steven	Active
☐	test23454@test.com	Smith, Greg	Deactivated

Figure 22: Select User Account to Update

3. Update User:
 - a. First Name
 - b. Last Name
4. Click the **Save** button
⇒ **Note:** The User email address cannot be updated
5. The system will display a confirmation the User was updated successfully

Greg's Manufacturing Plant - 2017-MT-68472

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

Documents Compliance **User Accounts** Update Program Employers Related Actions

User Accounts

Account Setup
Add Users to your program here.

Update User

* Email stevenmiller@gmail.com

* First Name

* Last Name

CANCEL **SAVE**

Figure 23: Update User Accounts

4.3. Add Employer User Account

⇒ **Note:** This sections serves as a reference guide for Program Sponsor Employers

Program Sponsors can now 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; add/update wage schedules; view reports; and set-up email notifications from the system. The following Quick Reference Guide walks through the necessary steps for a Program Sponsor to create the Employer-level account and User accounts under a particular employer.

Section 1: Add Employer

To add an **Employer**

Step 1: Login as a **Sponsor**

Step 2: Select the **Program** you like to **Add Employer**

The screenshot shows the RAPIDS Standards Builder interface. At the top, there's a header with 'RAPIDS' and 'STANDARDS BUILDER' on the left, and user profile icons on the right. Below the header is a banner image with a red circle around the user profile 'Debra Whitmore Sponsor'. On the left is a 'Navigation' sidebar with links: Home, My Profile, Advanced Search, User Messages (1), Email Preferences, and User Guides. Below that is an 'Actions' section with a link 'Register an Apprentice'. The main content area is titled 'Home' and contains a 'Registered Programs' section. It includes a 'CSV Download' link and a table of programs. A red arrow points to the 'FTI Resilient Floor & Decorative Covering Crafts' program.

Program Number	Sponsor Name	Assigned ATR	Status	Registered Date	Last Updated Date
CA002125260	FTI Resilient Floor & Decorative Covering Crafts		Registered	12/15/2011	1/31/2019
MI008168388	A PLUS ELECTRIC, INC.,	clawson.tiffanie.l@dol.gov	Registered	9/7/1973	3/15/2018
MI008125480	A-1 REFRIGERATION SALES AND SERVICE, INC.	clawson.tiffanie.l@dol.gov	Registered	6/5/1989	1/29/2019
	AA ELECTRIC Company	clawson.tiffanie.l@dol.gov	Registered	1/11/2011	8/6/2018
			Registered	4/27/2000	1/30/2019
			Registered	11/22/2011	10/2/2018

Step 3: Click on the **Employer** tab

Step 4: Click on **Add Employer**

FTI Resilient Floor & Decorative Covering Crafts - CA002125260

Summary Program Information Contact Information Information RTI Information Wage Schedules Apprentices (194) Davis-Bacon Certification

Compliance User Accounts Update **Employers** Actions

Home > Programs > CA002125260 > Employers

Employer Search **Status**

Search on the Employers associated with this Program

Search on the Employer associated with this Program

Active

Generate Document

DISABLE

Employers

Click the employer name to view the employer details

☐	Name	Address
☐	King Parker	878 Paula PL City, Arizona 98987
☐	Nancy Grace	86 Pete Ct City, Arizona 23234

Step 5: Employer Information

Complete the * required fields for **Employer Information**

- ◆ *Employer Name
- ◆ *Address
- ◆ *City
- ◆ *State
- ◆ Upload Employer Acceptance Agreement
- ◆ *Zip
- ◆ *Start Date
- ◆ EIN
- ◆ NAICS CODE

Add Program Employer

Enter the employer information below to add the employer to your program.

Employer Information Contact Information Confirmation

Employer Information

Program Sponsor CA002125260 - FTI Resilient Floor & Decorative Covering Crafts

* Employer Name Backdoor Flooring

Search on Existing Employers

* Address 300 East St

* City Baltimore

* State Maryland

* Zip 21237

EIN

NAICS Code 238330 Flooring Contractors

Show All

* Start Date 02/14/2019

Date the Employer joined the Program.

Upload Employer Acceptance Agreement

UPLOAD Drop file here

CANCEL

SAVE PROGRESS NEXT

Click **Save Progress** and then Click **Next**

Note:

There is a **Search on Existing Employers**, to control duplicate entries

There is a **Save Progress** button to save information after each section

Step 6: Contact Information

Note: The system will ask if User wants to **Add Employer's Contact Details**

Add Program Employer

Enter the employer information below to add the employer to your program.

Contact

Enter Employer Contact Details? ☐ Yes ☒ No
Choose Yes to enter the Employer contact details

Program Employer CA002125260-00540 saved successfully

CANCEL PREVIOUS SAVE PROGRESS NEXT

Note: The Added Employer is assigned a unique number system, after the **Program Sponsor's Number**

Complete the * required fields for Contact Information

- ◆ *First Name
- ◆ *Address (Check the box, if contact address is the same as Employer's Address)
- ◆ *City
- ◆ *State
- ◆ *Last Name
- ◆ *Zip
- ◆ *Email
- ◆ Telephone

Add Program Employer

Enter the employer information below to add the employer to your program.

Contact Information

Enter Employer Contact Details? ☒ Yes ☐ No
Choose Yes to enter the Employer contact details

* First Name Charles * Last Name Peterson

* Address 300 East St ☒ Same as Employer's Address

* City Baltimore * State Maryland

* Zip 21237

* Email charlespete@gmail.com

Telephone ((123) 456-7890) Extension

Program Employer CA002125260-00540 saved successfully

[Hide]

CANCEL PREVIOUS SAVE CONTACT SAVE PROGRESS NEXT

Note: System populates Address, if the **Contact Address** is the same as **Employer's Contact Address**

- ◆ Click **Save Contact**
- ◆ Then you will be directed to another page where you can **Add Contact**
- ◆ Click **Save Progress**
- ◆ Click **Next**

Step 7: User Accounts

Note: The system will ask if access wants to be provided to Employer to register and manage their Appren-tice

- ◆ Click **Yes**, then select The Employer Contact to create **User Account**
- ◆ Click **Save Progress** and **Next**



Add Program Employer

Enter the employer information below to add the employer to your program.

Employer Information

Contact Information

User Accounts

Confirmation

User Accounts

Do you want to provide access to the system for an employer to register and manage their apprentices?
☒ Yes ☐ No

☒ Name	Charles Peterson	charlespete@gmail.com
☒	Charles Peterson	

1 User Account will be created

Program Employer CA002125260-00540 saved successfully

[Hide]

CANCEL

PREVIOUS

SAVE PROGRESS

NEXT

Step 8: Confirmation

- ◆ Confirm **Employer's Information**
- ◆ Click **Save Progress**
- ◆ Click **Save & Continue to Occupations**

Add Program Employer

Enter the employer information below to add the employer to your program.

Employer Information

Contact Information

User Accounts

Confirmation

Program Employer Confirmation

Employer Name Backdoor Flooring

*** Address** 300 East St

*** City** Baltimore

*** State** Maryland

*** Zip** 21237

EIN

NAICS Code 238330 Flooring Contractors

Start Date Feb 14, 2019
Date the Employer joined the Program.

Employer Contact

Employer Contacts	Name	Phone	Email	Address
	Charles Peterson		charlespete@gmail.com	300 East St Baltimore, MD 21237

Employer User Account Access

Access Granted An employer user account will be created for the following contacts
Each user will be notified via email with their account login information.

User Accounts	Username	Name
	charlespete@gmail.com	Charles Peterson

Program Employer CA002125260-00540 saved successfully

[Hide]

CANCEL

PREVIOUS

SAVE PROGRESS

SAVE & CONTINUE TO OCCUPATIONS

Section 2: Add Occupation

Step 1: Complete the * required fields for **Occupation Selection**

- ◆ **Select Occupation** available from the drop down list
- ◆ Click Next

Summary

Program Information

Contact Information

Occupation Information

RTI Information

Wage Schedules

Apprentices (194)

Davis-Bacon Certification

Reports

Documents

Program Occupations *

Select an Occupation

Select an Occupation

PATTERNMAKER (Textiles) (0710 V1) Time-Based 6000 Hours

Employer CA002125260-00540
Backdoor Flooring

Wage Schedules

Confirmation

Step 2: Complete the * required fields for **RTI Providers Selection**

- ♦ Select **RTI Provider***
- ♦ Click **Next**

The screenshot shows the 'RTI Providers - PATTERMAKER (Textiles) (0710 V1) Time-Based' section. The 'RTI Provider Selection *' dropdown menu is open, showing 'AMERICAN TILE INC' as the selected option. The 'NEXT' button is highlighted with a yellow box. The 'CANCEL' and 'PREVIOUS' buttons are also visible.

Step 3: Complete the fields for **Wage Schedule**

- ♦ Select from available **Wage Schedule** or **Add New one**
- ♦ Click **Next**

The screenshot shows the 'Available Wage Schedules' section. A red box highlights the 'Add New Wage Schedule' button, which is also circled in yellow. A red arrow points to the 'PatternMaker' option in the list. The 'NEXT' button is highlighted with a yellow box. The 'CANCEL' and 'PREVIOUS' buttons are also visible.

Step 4: Confirmation

- ♦ To ensure Employer's Information is accurate and complete, review all sections
- ♦ Click **Save & Exit** OR **Save & Select another Occupation**

The screenshot shows the 'Occupation Confirmation - PATTERMAKER (Textiles) (0710 V1) Time-Based' section. The 'SAVE & EXIT' and 'SAVE & SELECT ANOTHER OCCUPATION' buttons are highlighted with a yellow oval. The 'CANCEL' and 'PREVIOUS' buttons are also visible.

Section 3: How to get to the Employer's Dashboard

Step 1: Click on the **Program Employer** from the Sponsor's View

Step 2: Click **Employers** tab

Step 3: Select/Search the **Employer** you want to view

The screenshot shows the 'FTI Resilient Floor & Decorative Covering Crafts - CA002125260' dashboard. The 'Employers' tab is highlighted with a yellow box. The 'View Program Employer Record' button is also highlighted with a yellow box. The dashboard displays employer information, including the name 'Backdoor Flooring', contact details, and address. A map of the location is also shown.

Section 4: Employer's Dashboard

The Employer Dashboard consist of the following

- ♦ Employer's Information - Name, Number, and Address
- ♦ Apprentice Information -- Number, Name, Status, and Completion Date
- ♦ Occupation
- ♦ Contact
- ♦ Wage Schedule
- ♦ User Account
- ♦ Documents
- ♦ Related Actions
- ♦ Reports
- ♦ Actions –Register Apprentice

The screenshot shows the Employer Dashboard for 'A plus electric employer' with ID MI007114348-000246304331. The dashboard includes a navigation bar with tabs: Summary, Apprentices, Occupations, Wage Schedules, Contacts, User Accounts, Reports, Documents, and Related Actions. The main content area displays the employer's name, address (200 Constitution Ave NW Washington, District Of Columbia 20210), and a list of actions including 'Register an Apprentice'. A table of apprentice information is shown with columns for Number, Name, Status, and Expected Completion Date. The table lists one apprentice: Frank Nany, Registered, with an expected completion date of 7/30/2021. Other sections include Occupations, Employer Contact Information, and Program Sponsor Information.

Section 5: User Messages

Note: Employer Users are able to receive system notifications

Step 1: Click on **User Messages** to view

The screenshot shows the User Messages section. A red arrow points to the 'User Messages (1)' link in the left sidebar. The main content area displays a message titled 'Message' with the text: 'Page refresh required for updating/completing apprentice actions! It has been reported that users are experiencing issues when performing actions such as updating and completing apprentice records. If these screens do not update as expected after initiating one of these actions, you may need to refresh your browser to see the results. We are currently working on a solution to this issue.' The message was created on Jan 31, 2018.

Section 6: User Accounts

Step 1: Click on **User Account** tab

Step 2: Click on **Add User Account** to create a new user account

Note: Employer Users are able to **Add, Activate, and Remove User Account**

A plus electric employer - MI007114348-000246304331

ADD USER ACCOUNT

Summary
Apprentices
Occupations
Wage Schedules
Contacts

User Accounts

Documents
Related Actions

ACTIVATE

REMOVE

Program Employer User Accounts

	User	Status
☐	christian@gmail.com	Active
☐	johnhomes@gmail.com	Active

U.S. Department of Labor - Office of Apprenticeship

Section 7: Program Sponsor E-Mail Notifications

Note: Sponsors are able to set Email Preferences and receive notifications when Employer’s perform Apprenti- ce actions

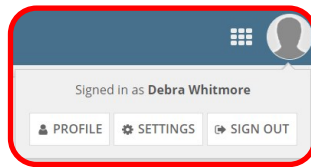
Step 1: Login as a **Sponsor**

Step 2: Click on **Photo**

Step 3: Click on **Profile**

Step 4: Click on **RAPIDS E-Mail Preferences**

Step 5: Set **E-Mail Preference** for Employer Apprentice Actions



Summary
RAPIDS Programs

RAPIDS E-Mail Preferences

Related Actions

Email Preferences

Apprentice

Registration Updates

☒ Yes
☐ No

Cancellation Updates

☒ Yes
☐ No

Completion Updates

☒ Yes
☐ No

Re-Instate Updates

☒ Yes
☐ No

Suspension Updates

☒ Yes
☐ No

Employer

Registration Updates

☒ Yes
☐ No

Cancellation Updates

☒ Yes
☐ No

Completion Updates

☒ Yes
☐ No

Re-Instate Updates

☒ Yes
☐ No

Suspension Updates

☒ Yes
☐ No

Employer

Apprentice Registration Request

☒ Yes
☐ No

Apprentice Completion Request

☒ Yes
☐ No

Apprentice Cancellation Request

☒ Yes
☐ No

Apprentice Suspension Request

☒ Yes
☐ No

Apprentice Re-Instate Request

☒ Yes
☐ No

Apprentice Update Request

☒ Yes
☐ No

Program

Occupation Updates

☐ Yes
☒ No

Occupation Request

☐ Yes
☒ No

RTI Updates

☐ Yes
☒ No

RTI Request

☐ Yes
☒ No

Wage Schedule Updates

☐ Yes
☒ No

Wage Schedule Request

☐ Yes
☒ No

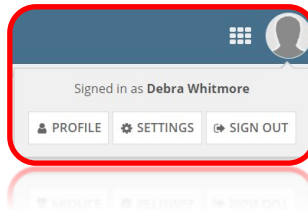
Section 7: Program Sponsor E-Mail Notifications

Note: Program Employers are able to set Email Preferences and receive notifications on their Apprentice actions

Step 1: Login as a **Employer**

Step 2: Click on **Photo**

Step 3: Click on **Profile**



Step 4: Click on **RAPIDS E-Mail Preferences**

John Smith

[Summary](#)[RAPIDS Programs](#)[RAPIDS E-Mail Preferences](#)[Related Actions](#)

Employer User Email Preferences

Apprentice Approval Notifications

- | | |
|---------------------|---|
| Registration | ☐ Yes ☒ No |
| Cancellation | ☐ Yes ☒ No |
| Completion | ☐ Yes ☒ No |
| Re-Instate | ☐ Yes ☒ No |
| Suspension | ☐ Yes ☒ No |

5. Register an Apprentice

5. 1. Apprentice Actions / ATR Approval

Below is a list of Program Sponsors actions that requires an ATR approval when registering Apprentices:

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	X
Reinstate 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	Apprentices can be restored that has been Cancelled or Completed	Contact your ATR for assistance

1. To ensure you **Register an Apprentice** in the correct **Registered Program**, click on the **Registered Program number** you want to **Register an Apprentice** in
2. Or, click on the **Register an Apprentice** button on the left **Actions** menu and select the **Registered**

The screenshot shows the RAPIDS 2.0 Home interface. On the left, the 'Actions' menu is highlighted, with the 'Register an Apprentice' button selected. The main content area displays a table of 'Registered Programs'. The first row of the table is highlighted, showing the 'Program Number' 2017-MT-68472, which is circled in yellow. The table includes columns for Program Number, Sponsor Name, Assigned ATR, Status, Registered Date, and Last Updated Date.

Program Number	Sponsor Name	Assigned ATR	Status	Registered Date	Last Updated Date
2017-MT-68472	Greg's Manufacturing Plant	millrose@mt.gov	Registered	6/21/2017	4/27/2018
KY030090008	LEXINGTON SHEETMETAL WKRS JAC	sofia.atrnew@gmail.com	Registered	9/7/1973	3/15/2018
MI008890032	A & O MOLD & ENGR.	clawson.tiffanie.l@dol.gov	Registered	6/5/1989	2/26/2019
MI007114348	A PLUS ELECTRIC, INC.,	clawson.tiffanie.l@dol.gov	Registered	1/11/2011	8/6/2018
MI008168388	A-1 REFRIGERATION SALES AND SERVICE, INC.	clawson.tiffanie.l@dol.gov	Registered	4/27/2000	1/30/2019
MI008125480	AA ELECTRIC Company	clawson.tiffanie.l@dol.gov	Registered	11/22/2011	10/2/2018
AR022780005	ACEF	clawson.tiffanie.l@dol.gov	Registered	4/3/1978	10/2/2018
MI018115065	ACORN ELECTRIC COMPANY	clawson.tiffanie.l@dol.gov	Registered	10/13/2011	1/30/2019
MI007080299	ADAMS BUILDING CONTRACTORS, INC.	clawson.tiffanie.l@dol.gov	Registered	1/9/2008	5/1/2018
MI008147266	ADVANCED SPECIAL TOOLS INC	clawson.tiffanie.l@dol.gov	Registered	4/3/2014	5/17/2018

Figure 24: RAPIDS 2.0 Home - Register Apprentice

3. Click on the **Register Apprentice** button

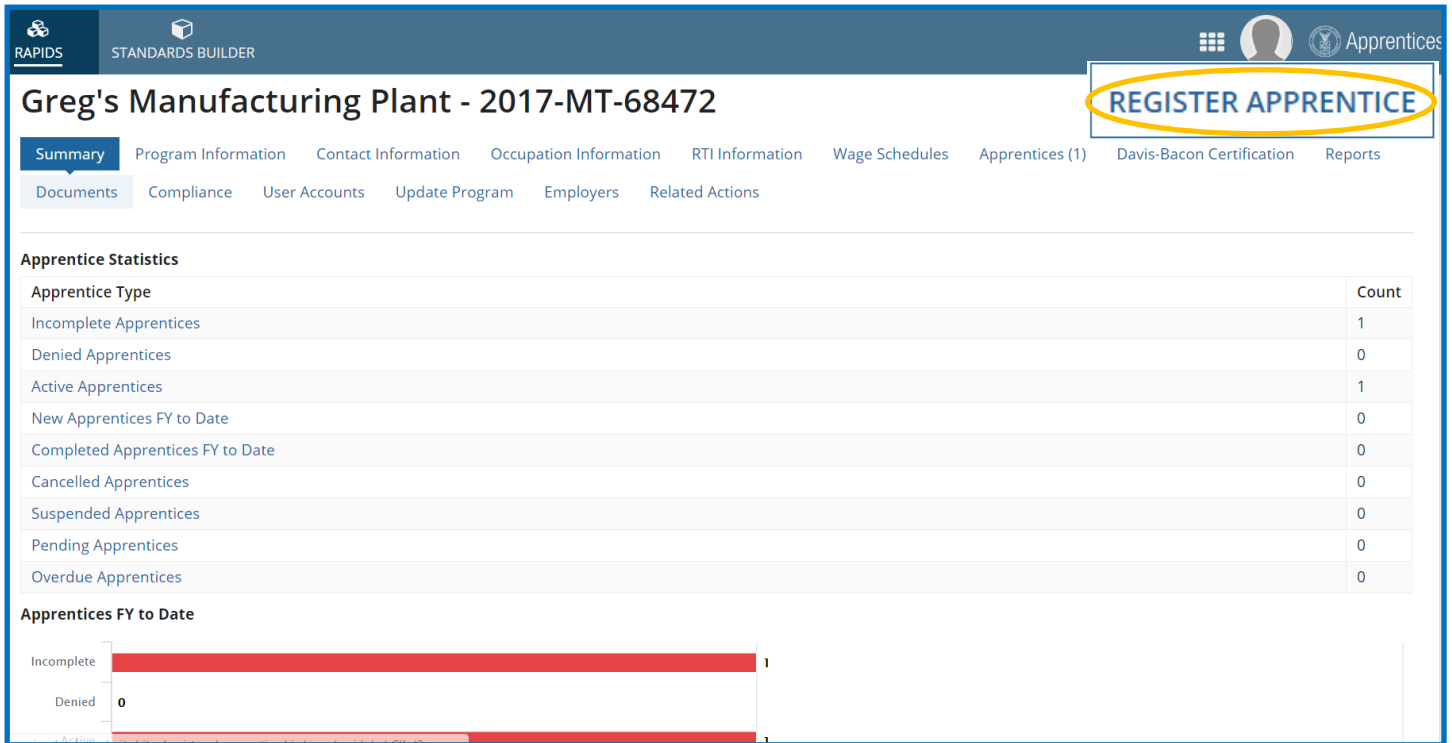


Figure 25: Program Summary Page

4. Complete the required * sections for **Register Apprentice**:

- * Apprentice Details
- * Contact Information
- * Employer
- * Demographics
- * Occupation Details
- * Wage
- * Submit

5.2. Registration Date

1. Complete the required * fields for **Registration Dates**:

- * Date Apprenticeship Begins
- Registration Date

Note:

- ⇒ **Date Apprenticeship Begins** cannot be before the **Program Registration Date**
- ⇒ **Apprentice Registration Date** can be:
 - Backdated (provided it's not a date prior to Program Registration Date)
 - Forward dated
- ⇒ **Registration Date** is auto-populated and it is defaulted to the date the Apprentice was registered

5.3. Apprentice Details

1. Complete the * required fields for **Apprentice Details**:

- * First Name
- * Last Name
- * Date of Birth
- * SSN Not Provided
- * Gender
- * Employment Status
- Middle Name

⇒ Note: If SSN is not provided, click the check box for **SSN Not Provided**

5.4. Contact Information

1. Complete the * required fields for **Contact Information**:

- Address
- City
- State
- Zip Code
- Telephone
- Email

5.5. Employer Information

Employers are set-up during the **Apprenticeship Program Registration** process.

- Select **Employer** from the drop down list of **Program Employer** to associate with Apprentice
- Click the **Save Progress** button to save your work and continue:
 - The system will assign a **12 digits Apprentice ID** (Example: MT201900006)
 - The Apprentice is now **Incomplete Apprentice Registration** until the Register Apprentice process is completed and is approved by the assigned ATR

Figure 26: Register Apprentice

5.6. Demographics

1. Complete the following * required sections for **Demographics**:

- a. * Hispanic/Latino Ethnicity
- b. * Veteran Status
- c. * Disability
- d. * Race
- e. * Education Level

⇒ **Note:** The system will allow for multiples selections under the **Race** category

5.7. Career Connection

1. Select one (1) of the **Career Connection** options:

- a. None
- b. Pre-Apprenticeship
- c. Technical Training School
- d. Military Veteran
- e. Job Corps
- f. Youth Build
- g. HUD/Step-up
- h. Career Center Referral
- i. School-to-Registered Apprenticeship

Register Apprentice
MT2019000006

OMB# 1205-0222
Expires: 1/31/2020
[\[+\] View Description](#)

Apprentice Information **Demographics** Occupation Details Wage Submit

Demographics

* **Hispanic/Latino Ethnicity** ☐ Hispanic
☐ Non-Hispanic
☐ Participant did not self-identify

* **Race** ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Do not wish to answer
Multiple selections are allowed

* **Veteran Status** ☐ Veteran
☐ Non Veteran
☐ Participants did not self-identify

* **Education Level** ☐ 8th Grade or Less
☐ 9th to 12th Grade
☐ GED
☐ High School or Greater
☐ Unknown
☐ Post Secondary or Technical Training

* **Disability** ☐ Yes
☐ No
☐ Participant Did Not Self-Identify

Career Connection

None ☐ No career connection applies.

Pre-Apprenticeship ☐ A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School ☐ Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans ☐ Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps ☐ Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild ☐ Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP ☐ Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral ☐ Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship ☐ Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

QUIT **PREVIOUS** **SAVE PROGRESS** **NEXT**

Figure 27: Demographics & Career Connection

5. 8. Occupation Details

Occupations are set-up during the **Apprenticeship Program Registration** process. If more than one (1) Occupation exists, the system will display a list of those Occupations to select from:

5. 8. 1 Occupation Types

- a. Competency-Based
- b. Hybrid
- c. Time-Based

1. Click on the *** Select Occupation** dropdown arrow and select the required Occupation type for the program (the below figure is a none sequential occupation i.e. not a Career Lattice Occupation)
2. Select the **Related Training Instruction Provider** from the drop down list
3. Enter the **Credit for Previous Experience** in hours (If no Credit for Previous Experience enter zero “0”)
4. Enter the hours **Credit for Previous RTI** (If no Credit for RTI enter zero “0”)
5. Click the **Save Progress** or **Next** button
6. Skip to the **Wage** section to complete this **Register an Apprentice** flow or see the next section for Career Lattice (CL) Occupations

Figure 28: Occupation Details

5. 8. 2 Career Lattice [CL] Occupations

The Career Lattice (CL) Apprentlicable Occupation features sequential order (two (2) or more levels) of training leading to the OA Certification of Completion of Apprenticeship. Career Lattice Occupations are set-up during the program registration process by the ATR. In order to register apprentices in a CL Occupation the program must be set-up with a Career Lattice Occupation.

⇒ **Note:** Career Lattice Occupations can be either Competency-Based or Hybrid

Occupation

CHIEF, COOK (Water Transportation) (1053) V1 Competency-Based CL
 Active 1 Pending 0 Cancelled 0 Completed 0
 Term Length 2000 Hours Probation 500 Hours
 Journeyworker Count 1 Journeyworker Wage \$33.00
 Selected Career Lattice Levels
 CHIEF, COOK (Water Transportation)(Level 1) (Dining Room Steward Utility)
 CHIEF, COOK (Water Transportation) (Level 2) (Bar Assistant Utility)
 CHIEF, COOK (Water Transportation) (Level 3) (Galley Cook Utility)

NURSE ASSISTANT CERTIFIED (Existing Title: Nurse Assistant) (0824) V1 Competency-Based CL
 Active 0 Pending 0 Cancelled 0 Completed 1
 Term Length 2000 Hours Probation 500 Hours
 Journeyworker Count 1 Journeyworker Wage \$44.00
 Selected Career Lattice Levels
 NURSE ASSISTANT CERTIFIED (Level 1 (CNA 1))
 NURSE ASSISTANT CERTIFIED (Level 2 (Advanced))
 NURSE ASSISTANT CERTIFIED (Level 3 (Geriatric Spec))

TRUCK DRIVER, HEAVY (0980) V1 Hybrid CL
 Active 0 Pending 0 Cancelled 0 Completed 0
 Term Length 3000 - 4560 Hours Probation 1140 Hours
 Journeyworker Count 1 Journeyworker Wage \$35.00
 Selected Career Lattice Levels
 TRUCK DRIVER, HEAVY, (Tractor Trailer and Driver, Level 1)
 TRUCK DRIVER, HEAVY, (Driver Finishing, Level 2)
 TRUCK DRIVER, HEAVY, (Load Securement, Level 3)
 TRUCK DRIVER, HEAVY, (Instructor Foundations, Level 4)

Figure 29: Career Lattice Occupations Example

5.8.3 Previous Experience — CL

1. Did this Apprentice receive **Credit for Previous Experience**?
 - a. If yes, click on the **Yes** option button
 - b. Select the level(s) the Apprentice completed outside of the Apprenticeship program
 - i. In the below example, the ATR selected three (3) CL levels for this program. The Apprentice must complete level 1 & level 2. Level 3 is considered as Previous Experience
 - ii. Contact your ATR if additional level(s) are required for this program
 - c. Click the **Save Previously Completed Levels** button

Register Apprentice OMB# 1205-0223
Expires: 1/31/2020
[\[+\] View Description](#)

KY2019000005

Apprentice Information Demographics **Occupation Details** Wage Submit

Occupation Details

Select Occupation CHIEF, COOK (Water Transportation) (1053 V1) Competency-Based CL 2000 Hours

This is a Career Lattice (CL) occupation and has 3 levels associated with it.

Did this Apprentice receive Credit for Previous Experience? *

☒ Yes ☐ No

Select previously completed levels by the apprentice

Levels	Occupation Title
☐	1 CHIEF, COOK (Water Transportation)(Level 1) (Dining Room Steward Utility)
☐	2 CHIEF, COOK (Water Transportation) (Level 2) (Bar Assistant Utility)
☒	3 CHIEF, COOK (Water Transportation) (Level 3) (Galley Cook Utility)

SAVE PREVIOUSLY COMPLETED LEVELS

Figure 30: Credit for Previous Experience

2. Choose the next level to be taken by the Apprentice
3. Only one level can be selected at a time. See **Interim Completion** for instructions on how to move the Apprentice to the next level in a Career Lattice Occupation
4. Click the **Save Progress** or **Next** button

Register Apprentice
KY2019000005

OMB# 1205-0223
Expires: 1/31/2020
[\[+\] View Description](#)

Apprentice Information Demographics **Occupation Details** Wage Submit

Occupation Details

Select Occupation: CHIEF, COOK (Water Transportation) (1053 V1) Competency-Based CL 2000 Hours
This is a Career Lattice (CL) occupation and has 3 levels associated with it.

Did this Apprentice receive Credit for Previous Experience? *

☒ Yes ☐ No

Levels Occupation Title

3	CHIEF, COOK (Water Transportation) (Level 3) (Galley Cook Utility)
---	--

[UPDATE LEVELS](#)

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

☐	Levels	Occupation Title
☐	1	CHIEF, COOK (Water Transportation)(Level 1) (Dining Room Steward Utility)
☒	2	CHIEF, COOK (Water Transportation) (Level 2) (Bar Assistant Utility)

Apprentice KY2019000005 saved successfully.

[\[Hide\]](#)

[QUIT](#) [PREVIOUS](#) [SAVE PROGRESS](#) [NEXT](#)

Figure 31: Previously Completed Levels—Next Level CL

5.8.4 No Previous Experience

- Enter the number of hours the Apprentice had for the required * **Credit for Previous Experience**
 - Enter 0 if no prior **Credit for Previous Experience**
 - Enter the number of hours for **Credit for Previous RTI**
 - Enter 0 if no prior Credit for Previous RTI
- ⇒ **Note:** The system will pre-populate the following fields:
- Date Apprenticeship Begin
 - Applicable Term Length
 - Expected Completion Date – The **Expected Completion Date** can be modified after the Apprentice has been registered

5.8.5 No Previous Experience

Related Training Instruction Providers (RTI) is set-up during the **Apprenticeship Program Registration** process. If more than one (1) RTI exists for the program:

- Click on the dropdown arrow to select the required * RTI Provider to associate Apprentices

⇒ **Note:** The system will pre-populate the following fields:

- Term Length of Instruction
- Are Wages Paid During RTI?
- Probationary Period
- RTI Length Type
- Hours Instruction Provided?
- Term Length

Register Apprentice

KY2019000005

OMB# 1205-0223

Expires: 1/31/2020

[\[+\] View Description](#)

Apprentice Information

Demographics

Occupation Details

Wage

Submit

Occupation Details

Select Occupation

CHIEF, COOK (Water Transportation) (1053 V1) Competency-Based CL 2000 Hours

This is a Career Lattice (CL) occupation and has 3 levels associated with it.

Did this Apprentice receive Credit for Previous Experience? *

☐ Yes
☒ No

3 CHIEF, COOK (Water Transportation) (Level 3) (Galley Cook Utility)

UPDATE LEVELS

Choose the next level to be taken by the apprentice *

Select the next level for the apprentice

	Levels	Occupation Title
☐	1	CHIEF, COOK (Water Transportation)(Level 1) (Dining Room Steward Utility)
☒	2	CHIEF, COOK (Water Transportation) (Level 2) (Bar Assistant Utility)

* Related Training Instruction Provider

220 Hours Annually

Are Wages Paid During RTI?

Yes

Probationary Period

500 Hours

RTI Length Type

Annually

Hours Instruction Provided?

Both During & Not During

Term Length

2000 Hours

* Credit for Previous Experience ?

Enter in hours. If no credit is given, enter 0. Cannot be greater than 1000 hours

Credit for Previous Related Training ?

Date Apprenticeship Begins

Mar 8, 2019

Applicable Term Length

2000 Hours

Based on Maximum Term Length

Expected Completion Date

Mar 9, 2020

Apprentice KY2019000005 saved successfully.

[Hide]

QUIT

PREVIOUS

SAVE PROGRESS

NEXT

Figure 32: Choose next CL level

5.9. Wage

- Complete the * required fields for **Wage**
 - Enter the * required dollar amount for **Prior Wages**
- ⇒ **Note:** Prior Wages are wages paid to an Apprentice prior to registering in the apprenticeship program
- Enter 0 if no prior Wage
 - The system will disable the **Prior Wage Unit** field
- Enter the * required dollar amount for **Entry Wages**
 - Entry wages must be at least Federal minimum Wage, unless the worker is in an inmate training program
 - Entry Wage** cannot be more than the **Start Wage**

4. Select one (1) of the required * **Entry Wage Units** options:

- a. Hourly
- b. Weekly
- c. Monthly
- d. Quarterly
- e. Semi-Annually
- f. Annually

5. Click the **Save Progress** or the **Next** button

5.9.1 Wage Schedules

Wage Schedules are also set-up during the **Apprenticeship Program Registration** process. If multiple Wage Schedules exist for the Program, select one (1) from the list of available Wage Schedules.

- a. Click the option box next to the **Wage Schedule Name**; the system will display the Occupation Levels
- b. Click the **Save Progress** or the **Next** button

Register Apprentice OMB# 1205-0222
Expires: 1/31/2020
[\[+\] View Description](#)

MT2019000006

Apprentice Information Demographics Occupation Details **Wage** Submit

Wage

* **Prior Wages** 3.00 * **Prior Wages Unit** Hourly
If no prior wages, enter 0

* **Entry Wages** 0 * **Entry Wage Units** Hourly

Journeyworker \$25.00
Wages (Hourly)

Wage Schedules
Select the wage schedule for the apprentice.

Wage Schedule Name	Wages	Description
☒ Northeast	Start Wage: \$12.50 End Wage: \$25.00	
☐ Southwest MT	Start Wage: \$10.00 End Wage: \$20.00	

Northeast Levels

Period	% of Journeyworker Wage	Duration (Hours)	Wage (Hourly)	Description
1st	50%	2000	\$12.50	
2nd	60%	2000	\$15.00	
3rd	80%	2000	\$20.00	
4th	90%	2000	\$22.50	
End Wage	100%	8000 Hours	\$25.00	

Apprentice MT2019000006 saved successfully.

[Hide]

QUIT **PREVIOUS** **SAVE PROGRESS** **NEXT**

Figure 33: Wage & Wage Schedules

5.9.2 Review an Apprentice

- 1. To ensure Apprentice data is accurate and complete, review all section of the **Register Apprentice** process
- 2. Click on the **Save & Registration Request** button – ATR Approval Required

Register Apprentice

MT2019000006

OMB# 1205-0222

Expires: 1/31/2020

[\[+\] View Description](#)

Apprentice Information

Demographics

Occupation Details

Wage

Submit

Program Selection

Program

2017-MT-68472 Greg's Manufacturing Plant

Occupation Information

Occupation

TOOL AND DIE MAKER (0586) V1 Time-Based

Date Apprenticeship Begins *

Mar 7, 2019

Apprentice Details

First Name

John

Middle Name

Social Security Number

Not Provided

Last Name

Smith

Suffix

Date of Birth

Mar 7, 1988

Gender

Female

Employment Status

New Employee

Contact Information

Address

200 Central Ave

State

Maryland

Telephone

City

Baltimore

Zip Code

21224

Email

Employer Information

Employer Name

ABCD Company

Address *

111 South St

City *

Fairfield

Zip *

11111

EIN

State *

Montana

NAICS Code

Start Date

Date the Employer joined the Program.

Demographics

Hispanic/Latino Ethnicity

Hispanic

Veteran Status

Non Veteran

Disability

No

Career Connection

Job Corps

Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Race

Black or African American

Education Level

High School or Greater

Occupation Details

Related Training Instruction Provider

University of MT

Length of Instruction

144 Hours Annually

Are Wages Paid During RTI?

No

Probationary Period

2000 Hours

RTI Length Type

Annually

Hours Instruction Provided?

Not During Work Hours

Term Length

8000 Hours

Previous Experience

Credit for Previous Experience *

0

Credit for Previous Related Training *

0

Wage

Prior Wages *

\$15.00 Hourly

Entry Wages *

\$10.00 Hourly

Journeyworker Wages (Hourly)

\$25.00

Wage Schedules

Select the wage schedule for the apprentice.1

Wage Schedule Name

Wages

Description

Northeast

Start Wage: \$12.50
End Wage: \$25.00

Southwest MT

Start Wage: \$10.00
End Wage: \$20.00

Selected Wage Schedule

Northeast Levels

Period	% of Journeyworker Wage	Duration (Hours)	Wage (Hourly)	Description
1st	50%	2000	\$12.50	
2nd	60%	2000	\$15.00	
3rd	80%	2000	\$20.00	
4th	90%	2000	\$22.50	
End Wage	100%	8000 Hours	\$25.00	

Apprentice MT2019000006 saved successfully.

[Hide]

QUIT

PREVIOUS

SAVE PROGRESS

SAVE & COMPLETE REGISTRATION REQUEST

SUBMIT & ADD ANOTHER

Figure 34: Review Apprentice— Submit

5.9.3 Review an Apprentice - In a Career Lattice Occupation

1. To ensure Apprentice data is accurate and complete, review all sections for **Register an Apprentice** sections
2. Click on the **Save & Registration Request** button

Register Apprentice

KY2019000005

OMB# 1205-0223

Expires: 1/31/2020

[\[+1 View Description\]](#)

Apprentice Information

Demographics

Occupation Details

Wage

Submit

Program Selection

Program

Occupation Information

CHIEF, COOK (Water Transportation) (1053) V1 Competency-Based CL

The first level to be taken by the apprentice

Levels	Occupation Title	Term Length (Hours)
☐ 1	CHIEF, COOK (Water Transportation)(Level 1) (Dining Room Steward Utility)	-
☒ 2	CHIEF, COOK (Water Transportation) (Level 2) (Bar Assistant Utility)	-
☐ 3	CHIEF, COOK (Water Transportation) (Level 3) (Galley Cook Utility)	-

Date Apprenticeship Begins *
Mar 8, 2019

Apprentice Details

Last Name

Smith

Middle Name

Suffix

Social Security Number

Not Provided

Date of Birth

Mar 8, 1998

Gender

Male

Employment Status

New Employee

Contact Information

Address

200 Central Ave

State

Maryland

Telephone

City

Baltimore

Zip Code

21224

Email

Employer Information

Address *

102 Address

City *

city2

Zip *

10102

EIN

State *

Virginia

NAICS Code

Start Date

Demographics

Non-Hispanic

Veteran Status

Non Veteran

Disability

No

Career Connection

Pre-Apprenticeship

Race

Black or African American

Education Level

9th to 12th Grade

Occupation Details

103 RESTAURANT

Length of Instruction

220 Hours Annually

Are Wages Paid During RTI?

Yes

Probationary Period

RTI Length Type

Annually

Hours Instruction Provided?

Both During & Not During

Term Length

2000 Hours

Previous Experience

Credit for Previous Experience *

0

Credit for Previous Related Training *

1.44

Wage

Prior Wages *

\$0.00 Hourly

Entry Wages *

\$14.00 Hourly

Journeyworker Wages (Hourly)

\$34.00

Wage Schedules

Select the wage schedule for the apprentice.1

☒	Wage Schedule Name	Wages	Description
☒	chief cook wage	Start Wage: \$22.00 End Wage: \$34.00	DC

Selected Wage Schedule

chief cook wage Levels

Period	% of Journeyworker Wage	Duration (Hours)	Wage (Hourly)	Description
1st	64.71%	2000	\$22.00	
End Wage	100%	2000 Hours	\$34.00	

Apprentice KY2019000005 saved successfully.

[Hide]

QUIT

PREVIOUS

SAVE PROGRESS

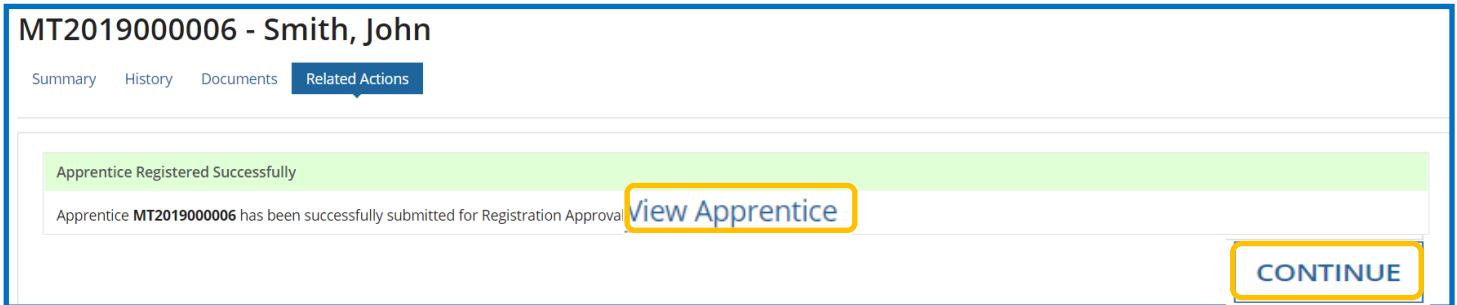
SAVE & COMPLETE REGISTRATION REQUEST

SUBMIT & ADD ANOTHER

Figure 35: Register Apprentice— CL Occupation

5.9.4 Apprentice Registration Request Confirmation

1. The system will display an Confirmation message and the **Apprentice 12 digits RAPIDS 2.0 ID**
 - a. (Example: MT2019000006, KY2019000005)
2. Click on the View Apprentice to view the Apprentice details



MT2019000006 - Smith, John

Summary History Documents **Related Actions**

Apprentice Registered Successfully

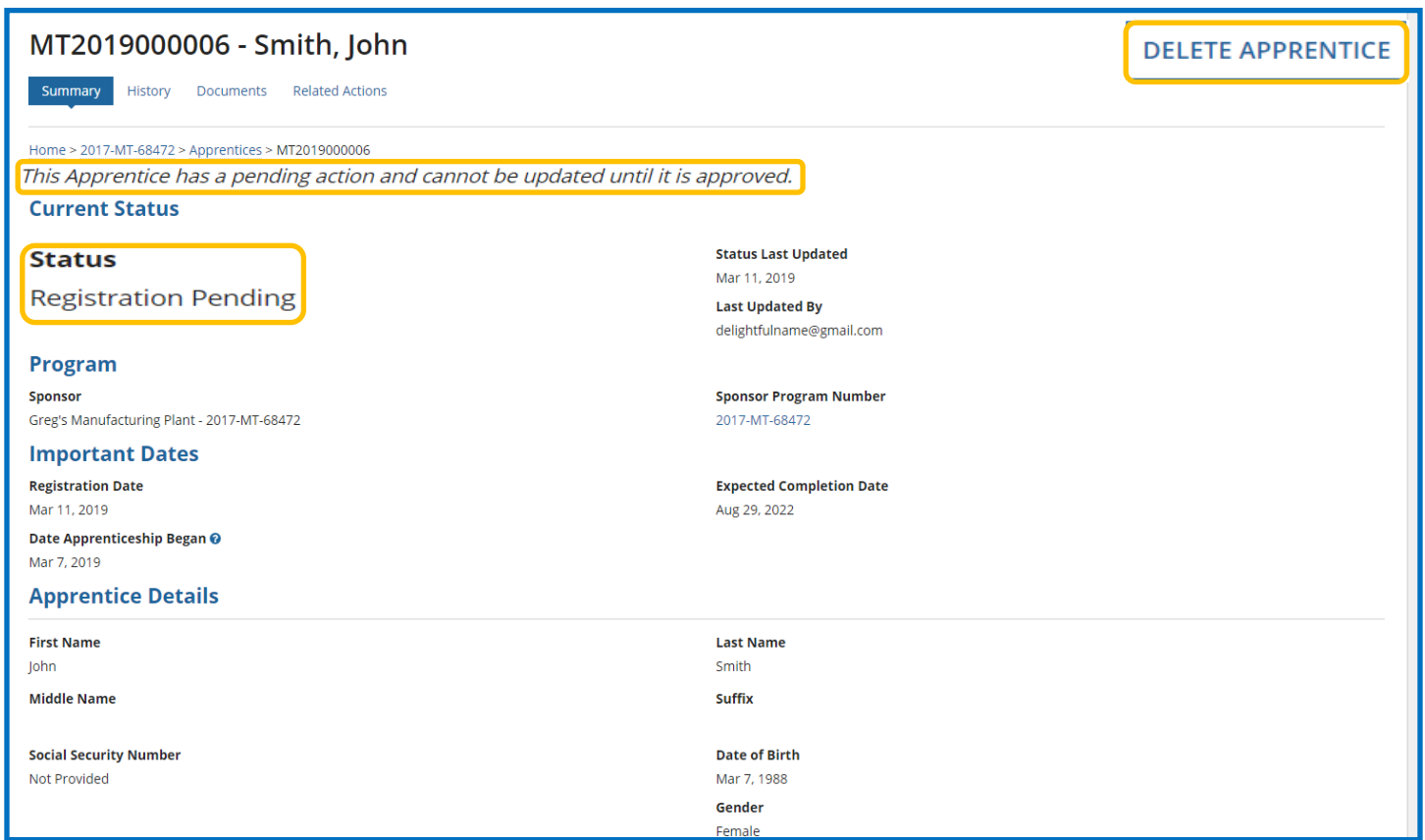
Apprentice MT2019000006 has been successfully submitted for Registration Approval [View Apprentice](#)

[CONTINUE](#)

Figure 36: Confirmation & View Apprentice

5.9.5 Apprentice Registration Pending Approval

The newly submitted Apprentice is now in a **Registration Pending** status until the ATR approves the Apprentice registration “*This Apprentice has a pending action and cannot be updated until it is approved*”. The **Delete Apprentice** button is available until the Apprentice registration is approved.



MT2019000006 - Smith, John [DELETE APPRENTICE](#)

Summary History Documents Related Actions

Home > 2017-MT-68472 > Apprentices > MT2019000006

This Apprentice has a pending action and cannot be updated until it is approved.

Current Status

Status
Registration Pending

Program
Sponsor
Greg's Manufacturing Plant - 2017-MT-68472

Important Dates
Registration Date
Mar 11, 2019
Date Apprenticeship Began ⓘ
Mar 7, 2019

Apprentice Details

First Name John	Last Name Smith
Middle Name	Suffix
Social Security Number Not Provided	Date of Birth Mar 7, 1988
	Gender Female

Status Last Updated
Mar 11, 2019

Last Updated By
delightfulname@gmail.com

Sponsor Program Number
2017-MT-68472

Expected Completion Date
Aug 29, 2022

Figure 37: Registered Pending

5. 9. 9 Approved Apprentices

ATR Approved Apprentices can be found under the **Active Apprentices** link and in the **New Apprentices FY to Date** link on the **Program Summary** page.

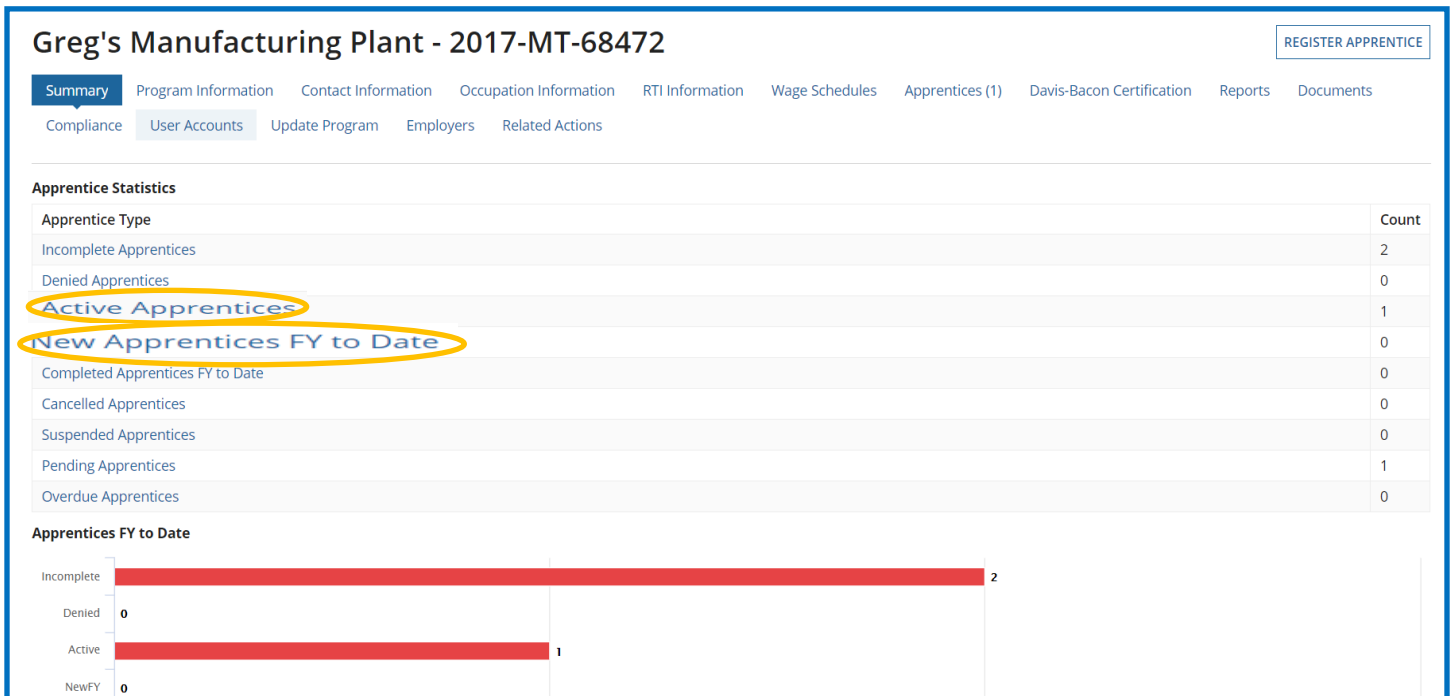


Figure 38: New Apprentices FY to Date

6. Apprenticeship Agreement [671]

Individual Apprenticeship Agreement (671)

1. Click on the **Active Apprentices** link from the Home page, the system will display the Apprentice Information page
2. Click on the **Apprentice Number**, the system will display the **Apprentice Summary** page

Apprentice Number	Name	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
NY2018002980	appln1, appfn1	August 101 (1094) V1 Competency-Based	Registered	2019-NY-64211-00125	EMP TEST	2/22/2019	11/26/2018	1/30/2020	View History
MI2018000145	BNUNJ, DB	NURSE ASSISTANT CERTIFIED (Existing Title: Nurse Assistant) (0824) V1 Competency-Based	Registered			2/23/2018	2/23/2018	3/20/2019	View History
NY2019000018	Grace, Nancy	Chef De Partie (Cook Hotel & Restaurant) (0663) V1 Competency-Based	Registered	2019-NY-64211-00324	ABC EMP	3/1/2019	3/1/2019	8/23/2019	View History

Figure 39: Apprentice Information (671)

3. Click on the **Apprenticeship Agreement (671)** link

NY2019000018 - Grace, Nancy

UPDATE APPRENTICE CANCEL APPRENTICE COMPLETE APPRENTICE ...

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

Home > 2019-NY-64211 > Apprentices > NY2019000018

Current Status

Status
Registered

Status Last Updated
Mar 1, 2019

Last Updated By
clawson.tiffanie.l@dol.gov

Program

Sponsor
Berkeley County Regional Education Service Agency - 2019-NY-64211

Sponsor Program Number
2019-NY-64211

Important Dates

Registration Date
Mar 1, 2019

Expected Completion Date
Aug 23, 2019

Date Apprenticeship Began
Mar 1, 2019

Apprentice Details

Figure 40: View Apprenticeship Agreement (671)

4. Click **Generate Apprentice 671/ Generate 671** (Apprentice 671 captures any updates made to the Apprentice record)
5. Click yes on **Select 671** (To preview Apprentice 671 latest version)

NY2019000018 - Grace, Nancy

GENERATE APPRENTICE 671

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

Select 671

Apprentice 671 Latest Document Preview

☐ YES ☒ NO

Apprentice 671 Forms

Version	Apprentice Number	Full Name	Program	Occupation	Occupation Code	Download	Date Created
2	NY2019000018	Grace, Nancy	2019-NY-64211 Berkeley County Regional Education Service Agency	Chef De Partie (Cook Hotel & Restaurant) (0663 V1) Competency-Based	0663 V1		3/1/2019 12:11 PM EST
1	NY2019000018	Grace, Nancy	2019-NY-64211 Berkeley County Regional Education Service Agency				3/1/2019 12:05 PM EST

Generate 671

Figure 41: View Latest Version of Apprentice (671) Form

6. Click on the **Download PDF icon**, the system will download a **PDF** version of the Apprenticeship Agreement 671 Form

Note:

- ⇒ Apprentice 671 can be previewed before downloaded
- ⇒ Users can return to apprentice record by clicking **Return to Apprentice Record**

NY2019000018 - Grace, Nancy

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

Apprentice 671 Forms

Apprentice Number	Full Name	Program	Occupation	Occupation Code	Download	Date Created
NY2019000018	Grace, Nancy	2019-NY-64211 Berkeley County Regional Education Service Agency	Chef De Partie (Cook Hotel & Restaurant) (0663 V1) Competency-Based	0663 V1		3/11/2019 1:58 PM EDT

Apprenticeship Agreement

1 / 3

To Download





To Print

Program Registration and Apprenticeship Agreement

Office of Apprenticeship

U.S. Department of Labor

Employment and Training Administration

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 1/31/2020

Title 29 Code of Federal Regulations (CFR) Part 29 sets forth labor standards to safeguard the welfare of apprentices and extend the application of such standards by prescribing policies and procedures concerning registration. This collection instrument has two sections, one for program sponsor's information (Section I) and one for apprentice's information (Section III).

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address

Grace, Nancy
500 North St
City, AR, 78789
SSN: Not Provided

2. Date of Birth (Mo., Day, Yr.)

3/1/1990

3. Sex (Mark one)

Female

4. a. Ethnic Group

Non-Hispanic

b. Race

Native Hawaiian or Other Pacific Islander

5. Veteran Status

Non Veteran

6. Education Level

High School or Greater

7a. Employment Status

New Employee

7b. Career Connection (Instructions on reverse)

HUD/STEP-UP

8. Signature of Apprentice

Date

9. Signature of Parent/Guardian (if minor)

Date

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No.

2019-NY-64211

2a. Occupation (The work processes listed in the standards are part of this agreement).

Chef De Partie (Cook Hotel & Restaurant) (0663 V1)

2b. Occupation Code: 0663 V1

2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c.

3. Occupation Training Approach

Competency-Based

4. Term (Hrs.)

2000

5. Probationary Period (Hrs.)

500

6. Credit for Previous Experience (Hrs.)

1000

7. Term Remaining (Hrs.)

1000

8. Date Apprenticeship Begins

3/1/2019

9a. Related Instruction

144 hours (Annually)

9b. Apprentice Wages for Related Instruction

Yes

9c. Related Training Instruction Source

Mott Community College

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$0.00

10b. Apprentice's Entry Hourly \$12.00

10c. Journeyworker's Hourly Wage \$170.00

10d. Term

2000 Hours

10e. Wage Rate

20.00

Figure 42: Previewed Apprenticeship Agreement (671)

Program Registration and Apprenticeship Agreement

Office of Apprenticeship

U.S. Department of Labor

Employment and Training Administration

APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 1/31/2020

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

Title 29 Code of Federal Regulations (CFR) Part 29 sets forth labor standards to safeguard the welfare of apprentices and extend the application of such standards by prescribing policies and procedures concerning registration. This collection instrument has two sections, one for program sponsor's information (Section I) and one for apprentice's information (Section III).

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address

Grace, Nancy
500 North St
City, AR, 78789
SSN: Not Provided

2. Date of Birth (Mo., Day, Yr.)

3/1/1990

3. Sex (Mark one)

Female

4. a. Ethnic Group

Non-Hispanic

b. Race

Native Hawaiian or Other Pacific Islander

5. Veteran Status

Non Veteran

6. Education Level

High School or Greater

7a. Employment Status

New Employee

7b. Career Connection (Instructions on reverse)

HUD/STEP-UP

8. Signature of Apprentice

Date

9. Signature of Parent/Guardian (if minor)

Date

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No.

2019-NY-64211

Sponsor Name and Address (No. Street, City, County, State, Zip Code)

Berkeley County Regional Education Service Agency
109 S. COLLEGE STREET
MARTINSBURG, NY, 25401

2a. Occupation (The work processes listed in the standards are part of this agreement).

Chef De Partie (Cook Hotel & Restaurant) (0663 V1)

2b. Occupation Code: 0663 V1

2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c.

3. Occupation Training Approach

Competency-Based

4. Term (Hrs.)

2000

5. Probationary Period (Hrs.)

500

6. Credit for Previous Experience (Hrs.)

1000

7. Term Remaining (Hrs.)

1000

8. Date Apprenticeship Begins

3/1/2019

9a. Related Instruction

144 hours (Annually)

9b. Apprentice Wages for Related Instruction

Yes

9c. Related Training Instruction Source

Mott Community College

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$0.00

10b. Apprentice's Entry Hourly \$12.00

10c. Journeyworker's Hourly Wage \$170.00

10d. Term

2000 Hours

10e. Wage Rate

20.00

Figure 43: Sample Apprenticeship Agreement (671)

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Bulk Apprenticeship Agreement (671)

1. Navigate to the **Program** where you want bulk Apprenticeship Agreement (671)
2. Click on the **Apprentice** tab on top of the program page
3. Select all Apprentices (registered) for bulk Apprenticeship Agreement (671)
4. Click **Generate 671**

AMERICAN AXLE for testing RAP20-3505 - MI008920014 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules **Apprentices (7)** Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers Related Actions

Apprentice Information

Search **Apprentice Type** Active **Batch Size** 50

Search on Apprentice Name or Number Choose the type of Apprentice

COMPLETE **CANCEL** **TRANSFER** **RE-INSTATE** **SUSPEND** **UPDATE** **GENERATE 671**

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

☐	Apprentice Number	Name	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☐	LA2019000001	AAIn1, AAfn1	AIRCRAFT METALS TECH/MACHINIST/CNC/Welder (Military Only) (1068) V1 Competency-Based	Suspended	MI008920014-01163	AAxle employer	3/29/2019	3/29/2019	3/30/2020	View History
☒	MI2018000142	apprentice cl. remove	NURSE ASSISTANT CERTIFIED (Existing Title: Nurse Assistant) (0824) V1 Competency-Based CL	Suspended			5/31/2018	2/22/2018	6/3/2019	View History
☒	MI15N043991	JIMENEZ, JOHN P	GEM CUTTER (Jewelry) (0242) V1 Time-Based	Registered			5/29/2018	7/21/2015	5/30/2022	View History
☐	MS2018000001	las, fir	MILLWRIGHT (0335) V1 Time-Based	Registered			10/16/2017	10/16/2017	10/11/2021	View History
☒	MI15N043981	OWENS, ROBERT LEON	ELECTRICIAN, MAINTENANCE (0643) V1 Time-Based	Registered			7/21/2015	7/21/2015	9/24/2021	View History

Figure 44: Generate Bulk Apprenticeship Agreement (671)

AMERICAN AXLE for testing RAP20-3505 - MI008920014 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules **Apprentices (7)** Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers Related Actions

Apprentice Information

A zipped folder of the generated 671 forms will be available to download at the [program documents page](#). Download All

Apprentice Number	Full Name	Program	Occupation	Occupation Code	Download	Date Created
MI15N043991	JIMENEZ, JOHN, P	AMERICAN AXLE for testing RAP20-3505	GEM CUTTER (Jewelry) (0242 V1) Time-Based	0242 V1		5/24/2019 9:33 AM EDT
MS2018000001	las, fir	AMERICAN AXLE for testing RAP20-3505	MILLWRIGHT (0335 V1) Time-Based	0335 V1		5/24/2019 9:33 AM EDT
MI15N043981	OWENS, ROBERT, LEON	AMERICAN AXLE for testing RAP20-3505	ELECTRICIAN, MAINTENANCE (0643 V1) Time-Based	0643 V1		5/24/2019 9:33 AM EDT

RETURN TO APPRENTICE RECORD

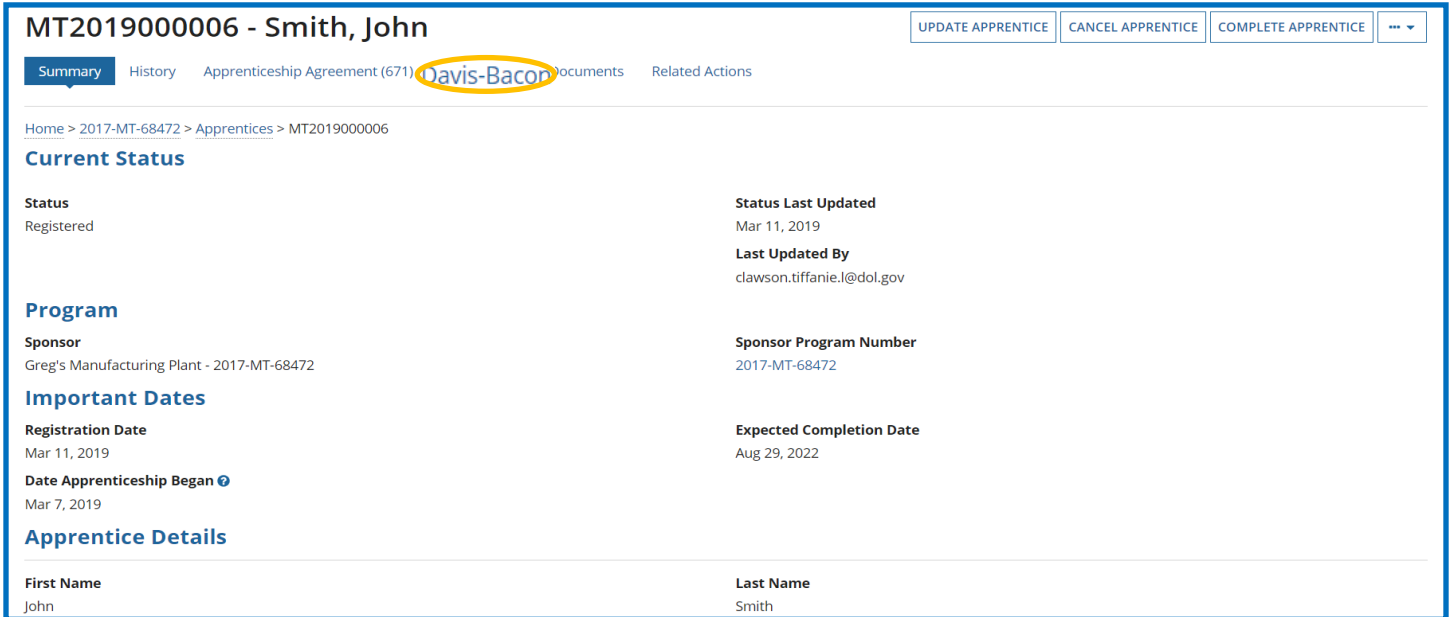
Figure 45: Download Bulk Apprenticeship Agreement (671)

Note: User can either download apprentice 671 form individually or download the zipped folder

7. Davis-Bacon Certification - Apprentice Level - Individual Apprentice

To generate a **Davis-Bacon Certification** for a single Apprentice:

1. Click on a **Registered Program Number** on the **Home** page
2. Click on the **Apprentice (#)** link and click on a **Registered Apprentice number**
3. Click on the **Davis-Bacon** link on the **Apprentice Summary** page, the system will display the **Request a New Davis Bacon Certification** page



MT2019000006 - Smith, John

UPDATE APPRENTICE CANCEL APPRENTICE COMPLETE APPRENTICE

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

Home > 2017-MT-68472 > Apprentices > MT2019000006

Current Status

Status
Registered

Status Last Updated
Mar 11, 2019

Last Updated By
clawson.tiffanie.l@dol.gov

Program

Sponsor
Greg's Manufacturing Plant - 2017-MT-68472

Sponsor Program Number
2017-MT-68472

Important Dates

Registration Date
Mar 11, 2019

Expected Completion Date
Aug 29, 2022

Date Apprenticeship Began
Mar 7, 2019

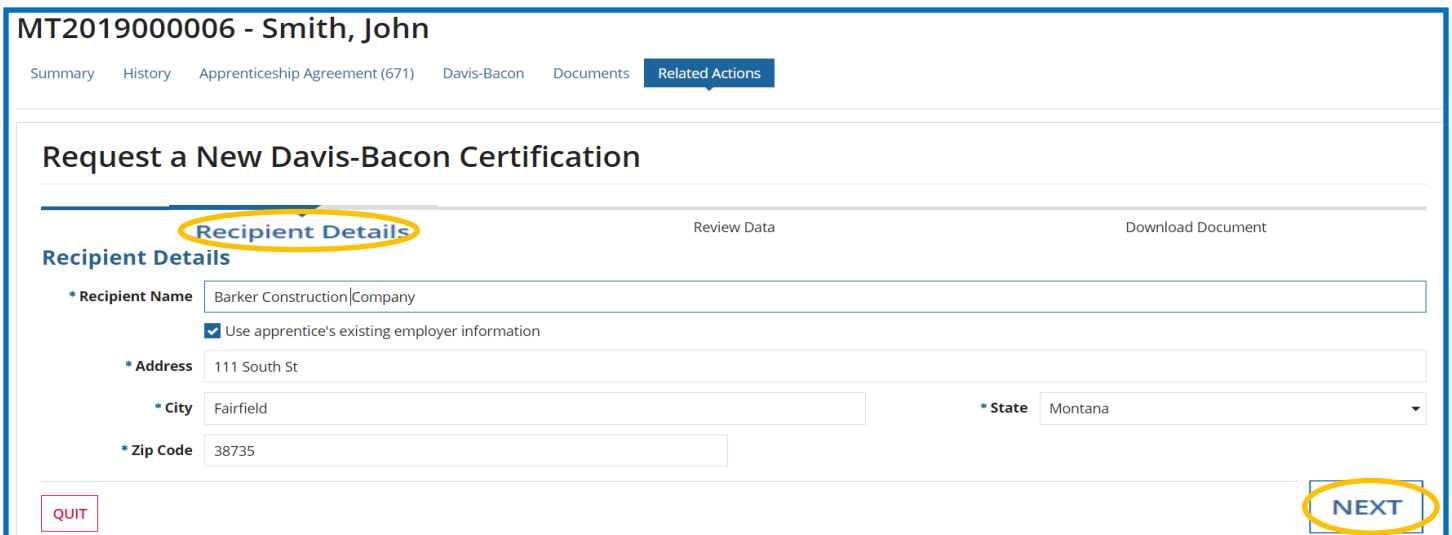
Apprentice Details

First Name
John

Last Name
Smith

Figure 46: Davis-Bacon - Single Apprentice

1. Click on the Request a New Davis-Bacon Certification button
⇒ Note: Click the check button for the system to populate existing **Employer Information** (Only works if Apprentice is assigned to an Employer)
2. Enter all * required data entry fields for **Recipient Details** section
3. Click the **Next** button



MT2019000006 - Smith, John

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

Request a New Davis-Bacon Certification

Review Data Download Document

Recipient Details

* Recipient Name Barker Construction Company

☒ Use apprentice's existing employer information

* Address 111 South St

* City Fairfield

* State Montana

* Zip Code 38735

QUIT **NEXT**

Figure 47: Davis - Bacon -Recipient Details

7. **Review Data** to ensure the selected Apprentice is correct and that data is correct for the Review Data section
8. Click the **Generate Davis Bacon Document** button

MT2019000006 - Smith, John

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

Request a New Davis-Bacon Certification

Recipient Details **Review Data** Download Document

Review Data

Recipient
Barker Construction Company
111 South St
Fairfield, Montana 38735

Apprentice

Apprentice Number	Last Name	First Name	Status	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
MT2019000006	Smith	John	Registered	TOOL AND DIE MAKER (0586 V1) Time-Based	3/7/2019		

QUIT PREVIOUS **GENERATE DAVIS BACON DOCUMENT**

Figure 48: Davis-Bacon - Review Data

⇒ Note: User should be able to preview the **Davis-Bacon Certification form before downloading** Davis-Bacon Certificate can be downloaded from the document viewer, by clicking the download icon

Ensure your computer allows for downloads

Request a New Davis-Bacon Certification

Recipient Details Review Data **Download Document**

Download Document

Davis Bacon Certification
Davis Bacon PDF - 2017-MT-68472.pdf
3/11/2019 3:01 PM EDT

jA0EAwMC5leKISIMCGoB0oEBxk5wrFNYGKSj_et48TC6dMKEIYakaSoZQlhHTzRhx... 1 / 1

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

Barker Construction Company
111 South St
Fairfield, MT 38735

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program **2017-MT-68472 - Greg's Manufacturing Plant:**

Greg's Manufacturing Plant
123 Main St
Sun City, MT 11111

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
MT2019000006		Smith, John	TOOL AND DIE MAKER (0586 V1)	3/7/2019		

CONTINUE

Figure 49: Davis - Bacon – Viewer

9. Click the **Download** link to view current Apprentice data
10. Click the **Renew** link for updates to the Apprentice data
11. Repeat steps as needed

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	Recipient Name	Recipient Address	Requested Date	Expiration Date	Renew
 Download	Barker Construction Company	111 South St Fairfield, Montana 38735	3/11/2019	6/9/2019	Renew

Figure 50: Davis-Bacon - Review for Updates

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

Barker Construction Company
111 South St
Fairfield , MT 38735

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program **2017-MT-68472 - Greg's Manufacturing Plant:**

Greg's Manufacturing Plant
123 Main St
Sun City , MT 11111

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
MT2019000006		Smith, John	TOOL AND DIE MAKER (0586 V1) Time-Based	3/7/2019		



Certified by the U.S. Department of Labor

Date Issued: 3/11/2019

****VOID 90 DAYS FROM ISSUE DATE****

Figure 51: Davis-Bacon Certification - Apprentice Level - Individual

8. Davis-Bacon Certification - Program Level - Bulk Apprentices

Davis-Bacon Certifications can be generated for multiple Apprentices at one time. This function is performed at the **Program level**:

1. Click on the **Registered Program** number from the **Home** page
2. Click on the **Davis-Bacon Certification** link on the **Program Summary** page

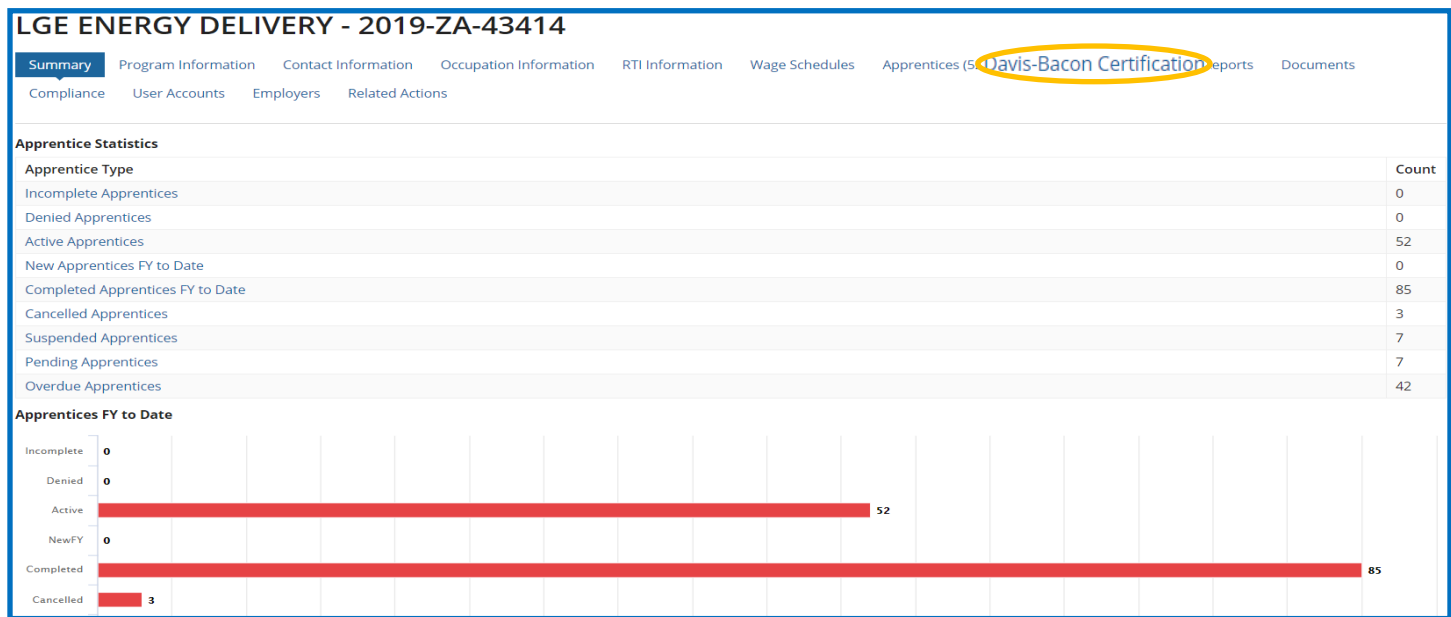


Figure 52: Davis-Bacon - Program Level - Bulk Apprentice

3. Click the **Request A New Davis-Bacon Certification** button

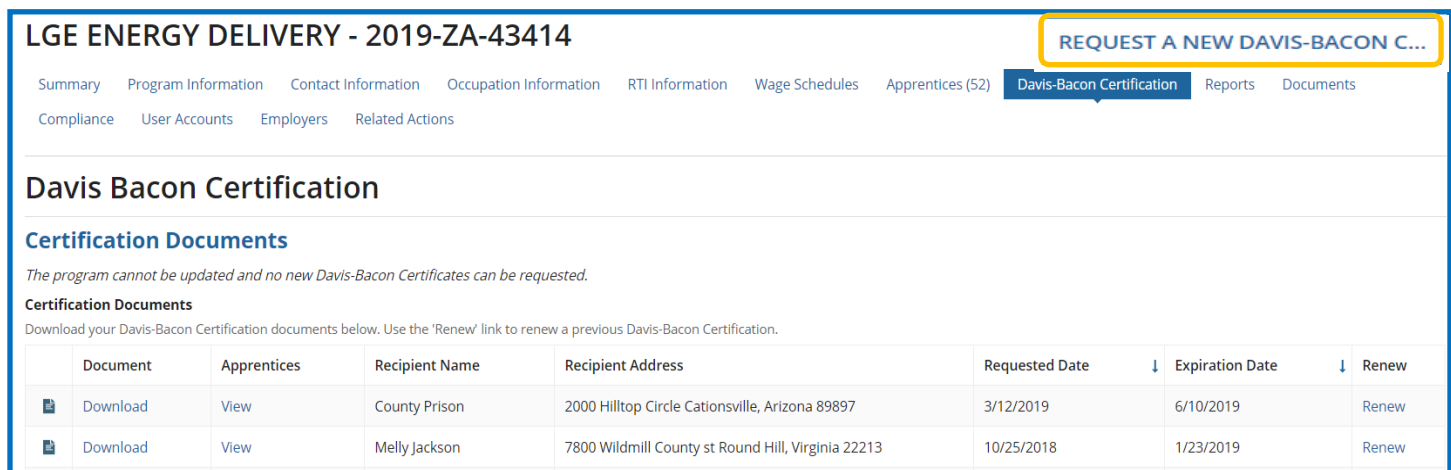


Figure 53: Request a New Davis - Bacon Certification

4. Complete all * required data entry fields for the **Recipient Details**
5. Click the **Next** button

LGE ENERGY DELIVERY - 2019-ZA-43414

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (52) Davis-Bacon Certification Reports Documents

Compliance User Accounts Employers **Related Actions**

Request a New Davis-Bacon Certification

Recipient Details Select Apprentices Review Data Download Document

Recipient Details

* Recipient Name Arizona Community College

* Address 5500 Hilltop Circle

* City Essex * State Arizona

* Zip Code 89896

QUIT **NEXT**

6. Click the check box next to the Apprentice names to add to the Davis-Bacon Certification
7. Click the **Next** button

Note:

⇒ To remove Apprentice from the **Apprentices Selected** section, click the red **X** at the top of the Apprentice name

LGE ENERGY DELIVERY - 2019-ZA-43414

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (52) Davis-Bacon Certification Reports Documents

Compliance User Accounts Employers **Related Actions**

Request a New Davis-Bacon Certification

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

Select Apprentices

Search

Apprentice Type Active Batch Size 50 **APPLY FILTERS**

Apprentice	Status	Occupation
☒	Registered	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based
☐	Suspended	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based
☒	Registered	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based
☒	Registered	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based
☐	Suspended	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based
☐	Suspended	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based

Selected Davis Bacon Apprentices

Apprentice	Name

Remove All Selected Apprentices

NEXT

Figure 54: Davis– Bacon Certification Select Apprentice

8. Review selected data in the **Review Data** section
9. Click the **Generate Davis-Bacon Document** button

LGE ENERGY DELIVERY - 2019-ZA-43414

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (52) Davis-Bacon Certification Reports Documents
Compliance User Accounts Employers **Related Actions**

Request a New Davis-Bacon Certification

Recipient Details

Select Apprentices

Review Data

Download Document

Review Data

Recipient

Arizona Community College
5500 Hilltop Circle
Essex, Arizona 89896

Apprentice

Apprentice Number	Last Name	First Name	Status	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
			Registered	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based	4/3/2008		
			Registered	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based	6/4/2009		
			Registered	LINE MAINTAINER (Alternate Title: High Voltage Electrician) (0283 V1) Time-Based	6/4/2009		

QUIT

PREVIOUS

GENERATE DAVIS BACON DOCUMENT

Figure 55: Davis-Bacon Certification - Generate Davis - Bacon Document

⇒ Note: User is able to preview Davis - Bacon document before downloading

10. Click **Continue** and then download or click the **download icon** on the document viewer

Request a New Davis-Bacon Certification

Recipient Details

Select Apprentices

Review Data

Download Document

Download Document

Davis Bacon Certification

Davis Bacon PDF - 2019-ZA-43414.pdf

3/12/2019 10:15 AM EDT

jA0EAwMCqPS79f-sPRQB0oABTbgl0P0DwlMQsSApQX5R7bT8ifezExU5L_Qn42-75L...1 / 2

🔄 ⬇️ 🖨️

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

Arizona Community College
5500 Hilltop Circle
Essex, AZ 89896

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program **2019-ZA-43414 - LGE ENERGY DELIVERY:**

LGE ENERGY DELIVERY
10300 BALLARDSVILLE RD
Ill, ZA 40241

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
			LINE MAINTAINER (Alternate			

CONTINUE

Figure 56: Davis– Bacon Certification - Download Document

9. Complete an Apprentice

To **Complete** a single Apprentice:

1. Click on a **Registered Program** number on the Home page
2. Click on the **Active Apprentices** link
3. Click on the **Apprentice Number** to Complete
4. If you do not see the **Complete Apprentice** button click on the **More** button then click on the **Complete Apprentice** button

The screenshot shows the top of a web application interface for a specific apprentice record. At the top, the title 'MT2018000001 - Jones, Jane' is displayed. To the right of the title are three buttons: 'UPDATE APPRENTICE', 'CANCEL AP', and 'COMPLETE APPRENTICE'. The 'COMPLETE APPRENTICE' button is highlighted with a yellow circle. Below the title is a navigation bar with tabs: 'Summary' (selected), 'History', 'Apprenticeship Agreement (671)', 'Davis-Bacon', 'Documents', and 'Related Actions'. Below the navigation bar is a breadcrumb trail: 'Home > 2017-MT-68472 > Apprentices > MT2018000001'. Below the breadcrumb trail is a section titled 'Current Status'. This section contains two columns of information. The left column has 'Status' (Registered) and 'Program' (Sponsor: Greg's Manufacturing Plant - 2017-MT-68472). The right column has 'Status Last Updated' (Feb 8, 2018), 'Last Updated By' (sd.region1.CT), 'Sponsor Program Number' (2017-MT-68472), 'Registration Date' (Feb 8, 2018), 'Expected Completion Date' (Feb 8, 2021), and 'Date Apprenticeship Began' (Feb 8, 2018).

Figure 57: Complete Apprentice

5. Enter ***Completion Wage** and ***Completion Date** (Completion Wage must be greater than **Start Wage**)
6. Click the **Submit Completion** button
7. The system will display **Apprentices Completed Successfully** message and return you back to the Ap-
 - a. The Apprentice Status will be **Completion Pending** until ATR approval

The screenshot shows the 'Save & Submit Completion' screen for the same apprentice record. The title 'MT2018000001 - Jones, Jane' is at the top. Below the title is a navigation bar with tabs: 'Summary', 'History', 'Apprenticeship Agreement (671)', 'Davis-Bacon', 'Documents', and 'Related Actions' (selected). Below the navigation bar is a section titled 'Complete Apprentices' (highlighted with a yellow circle). This section contains a table with the following data:

Selected Apprentices	Apprentice	Start Wage	Start Date	Expected Completion Date
	MT2018000001 - Jones, Jane	\$12.50	Feb 8, 2018	Feb 8, 2021

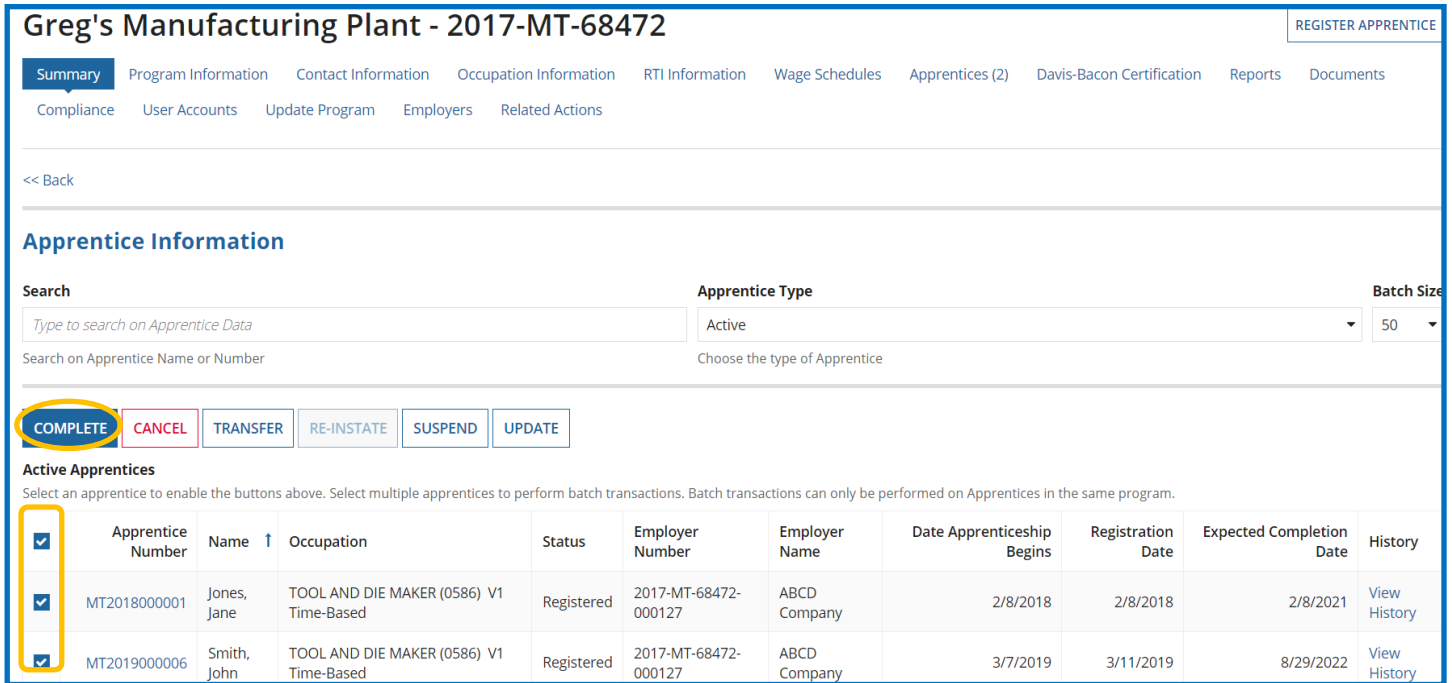
Below the table are two input fields: '* Completion Wage' and '* Completion Date' (with a date picker showing 'mm/dd/yyyy'). At the bottom left is a 'QUIT' button, and at the bottom right is a 'SUBMIT COMPLETION' button (highlighted with a yellow circle).

Figure 58: Save & Submit Completion

10. Bulk Complete Apprentices

To Complete multiple Apprentices at one time use the **Bulk Complete Apprentices** functionality:

1. Click the check boxes next to the **Apprentices Numbers** you want to **Complete**, the system will enable the **Complete** button
2. Click the **Complete** button



Greg's Manufacturing Plant - 2017-MT-68472 REGISTER APPRENTICE

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

Compliance User Accounts Update Program Employers Related Actions

<< Back

Apprentice Information

Search **Apprentice Type** Active **Batch Size** 50

Search on Apprentice Name or Number Choose the type of Apprentice

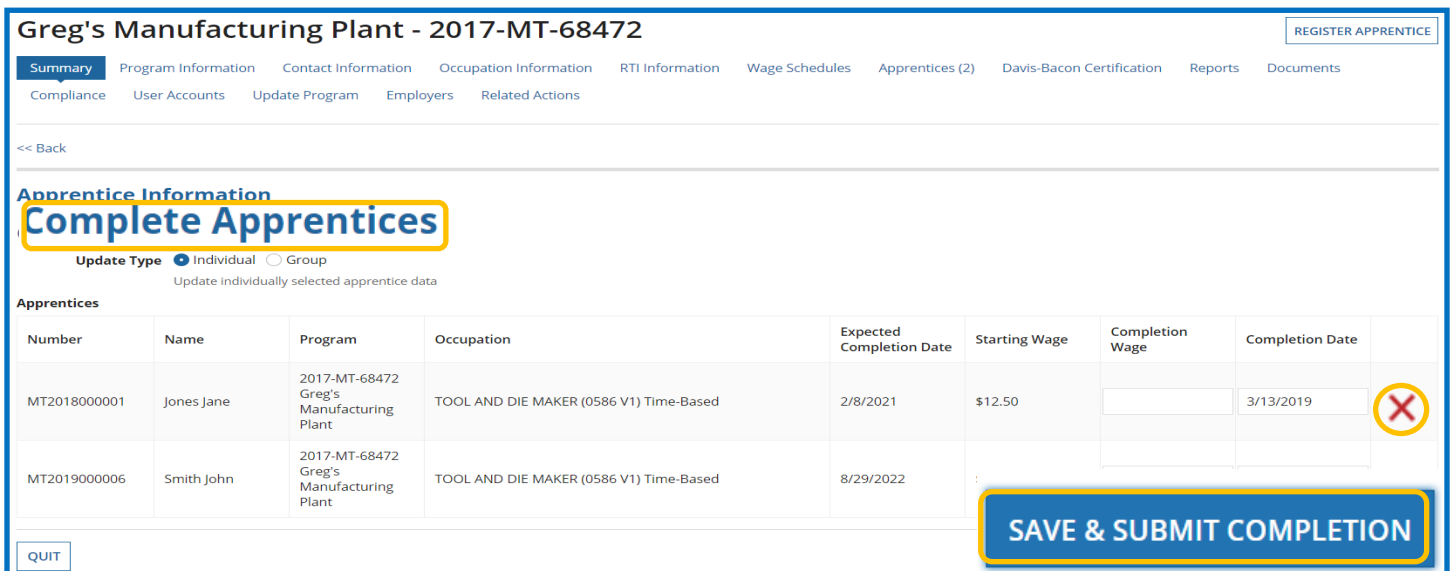
COMPLETE **CANCEL** **TRANSFER** **RE-INSTATE** **SUSPEND** **UPDATE**

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

☒	Apprentice Number	Name ↑	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☒	MT2018000001	Jones, Jane	TOOL AND DIE MAKER (0586) V1 Time-Based	Registered	2017-MT-68472-000127	ABCD Company	2/8/2018	2/8/2018	2/8/2021	View History
☒	MT2019000006	Smith, John	TOOL AND DIE MAKER (0586) V1 Time-Based	Registered	2017-MT-68472-000127	ABCD Company	3/7/2019	3/11/2019	8/29/2022	View History

Figure 59: Bulk Complete Apprentice

3. To remove an Apprentice(s) from the list, click on the red **X** next to the Completion Date
4. Click the **Save & Submit Completion** button
5. The system will display an **Apprentice Completed Successfully** message



Greg's Manufacturing Plant - 2017-MT-68472 REGISTER APPRENTICE

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

Compliance User Accounts Update Program Employers Related Actions

<< Back

Apprentice Information

Complete Apprentices

Update Type ☒ Individual ☐ Group
Update individually selected apprentice data

Apprentices

Number	Name	Program	Occupation	Expected Completion Date	Starting Wage	Completion Wage	Completion Date	
MT2018000001	Jones Jane	2017-MT-68472 Greg's Manufacturing Plant	TOOL AND DIE MAKER (0586 V1) Time-Based	2/8/2021	\$12.50		3/13/2019	
MT2019000006	Smith John	2017-MT-68472 Greg's Manufacturing Plant	TOOL AND DIE MAKER (0586 V1) Time-Based	8/29/2022				

SAVE & SUBMIT COMPLETION

QUIT

Figure 60: Save & Submit Completion

11. Cancel an Apprentice

To **Cancel** a single Apprentice:

1. Click on the **Registered Program** number on the Home page

The screenshot shows the 'Home' page of the RAPIDS Standards Builder. The top navigation bar includes 'RAPIDS' and 'STANDARDS BUILDER' on the left, and a user profile for 'Debra Whitmore, Sponsor' on the right. A 'Navigation' sidebar on the left lists options like 'Home', 'My Profile', 'Advanced Search', 'User Messages (1)', 'Email Preferences', and 'User Guides'. The main content area, titled 'Home', features a 'Registered Programs' section with a 'CSV Download' link. Below this is a table of registered programs. The program '2017-MT-68472 - Greg's Manufacturing Plant' is highlighted with a yellow box. The table columns are: Program Number, Sponsor Name, Assigned ATR, Status, Registered Date, and Last Updated Date.

Program Number	Sponsor Name	Assigned ATR	Status	Registered Date	Last Updated Date
CA002125260	FTI Resilient Floor & Decorative Covering Crafts	page.arthur@dol.gov	Registered	12/15/2011	2/14/2019
KY030090008	LEXINGTON SHEETMETAL WKRS JAC	sofia.atrnew@gmail.com	Registered	9/7/1973	3/15/2018
2017-MT-68472	Greg's Manufacturing Plant	son.tiffanie.l@dol.gov	Registered	6/5/1989	3/11/2019
MI007114348	A PLUS ELECTRIC, INC.,	clawson.tiffanie.l@dol.gov	Registered	1/11/2011	8/6/2018
MI008168388	A-1 REFRIGERATION SALES AND SERVICE, INC.	clawson.tiffanie.l@dol.gov	Registered	4/27/2000	1/30/2019
MI008125480	AA ELECTRIC Company	clawson.tiffanie.l@dol.gov	Registered	11/22/2011	10/2/2018

2. Click on the **Apprentice Number** you want to Cancel
3. Click on the **Cancel** button, the system will display the Cancel Apprentices page

The screenshot shows the 'Cancel Apprentice' page for 'MT2018000001 - Jones, Jane'. The top navigation bar includes 'UPDATE APPRENTICE', 'CANCEL APPRENTICE' (highlighted with a yellow box), 'COMPLETE APPRENTICE', and a dropdown menu. Below the navigation bar are tabs for 'Summary', 'History', 'Apprenticeship Agreement (671)', 'Davis-Bacon', 'Documents', and 'Related Actions'. The main content area shows the 'Current Status' of the apprentice, including 'Status: Registered', 'Status Last Updated: Feb 8, 2018', 'Last Updated By: sd.region1.CT', 'Program: Greg's Manufacturing Plant - 2017-MT-68472', 'Sponsor Program Number: 2017-MT-68472', 'Registration Date: Feb 8, 2018', and 'Expected Completion Date: Feb 8, 2021'. The 'Apprentice Details' section is also visible at the bottom.

Figure 61: Cancel Apprentice

4. Complete the following required * Apprentice data to **Cancel Apprentice**

- a. Cancellation Wage
- b. Cancellation Reason
- c. Cancellation Date
- d. Cancellation in Probation Period
- e. Appeal Rights Explained
- f. Cancelled by
 - i. Sponsor
 - ii. Apprentice

5. Click the **Submit Cancellation** button

MT2018000001 - Jones, Jane

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

Cancel Apprentices

Selected Apprentices	Apprentice	Start Wage	Start Date
☒	MT2018000001 - Jones, Jane	\$12.50	Feb 8, 2018

* Cancellation Reason

* Cancellation Wage

* Cancellation Date

* Cancelled in Probation Period? ☐ Yes ☐ No

* Appeal Rights Explained? ☐ Yes ☐ No

* Cancelled By ☐ Sponsor ☐ Apprentice

Figure 62: Submit Cancellation

6. The system will display “*This Apprentice has a pending action and cannot be updated until it is approved*” message

MT2018000001 - Jones, Jane

Summary History Documents Related Actions

Home > 2017-MT-68472 > Apprentices > MT2018000001

This Apprentice has a pending action and cannot be updated until it is approved.

Current Status

Status	Status Last Updated
Cancellation Pending	Mar 13, 2019
	Last Updated By
	delightfulname@gmail.com

Figure 63: Apprentice Cancelled successfully confirmation

12. Bulk Cancel Apprentices

To Cancel multiple Apprentices at one time use the **Bulk Cancel Apprentices** functionality:

1. Click the check boxes next to the **Registered Apprentices Numbers** you want to **Cancel**, the system will enable the **Cancel** button
2. Click the **Cancel** button

Occupation TEST - 2018-MI-68612 REGISTER APPRENTICE

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

Compliance | User Accounts | Update Program | Employers | Related Actions

<< Back

Apprentice Information

Search: Apprentice Type: Batch Size:

Search on Apprentice Name or Number Choose the type of Apprentice

COMPLETE **CANCEL** **ANSFER** **RE-INSTATE** **SUSPEND** **UPDATE**

☐ apprentices
apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

	Apprentice Number	Name	Occupation	Status	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☐	MI2018000030	Five 5, Apprentice	PLUMBER (0432) V3 Time-Based	Registered	1/19/2018	1/19/2018	4/14/2022	View History
☒	MI2018027266	Hill, Bevelyn	PLUMBER (0432) V3 Time-Based	Registered	11/1/2018	11/1/2018	7/21/2022	View History
☒	MI2018027262	In1, fn1 nmn	PLUMBER (0432) V3 Time-Based	Registered	10/1/2018	10/1/2018	12/5/2022	View History

Figure 64: Bulk Cancel Apprentice

3. Complete all required * fields
4. Click the **Submit Cancellation** button

Occupation TEST - 2018-MI-68612 REGISTER APPRENTICE

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

Compliance | User Accounts | Update Program | Employers | Related Actions

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Apprentice Information

Cancel Apprentices

Update Type: ☒ Individual ☐ Group
Cancel individually selected apprentice data

Selected Apprentices

Apprentice	Cancellation wage	Reason	Cancellation Date	Cancelled in Probation Period	Appeal Rights Explained	Requested By
MI2018000030 - Apprentice Five 5 PLUMBER (0432)	\$15.00	-- Choose a Reason --	03/14/2019	☐ Yes ☐ No	☐ Yes ☐ No	☐ Sponsor ☐ Apprentice
MI2018027266 - Bevelyn Hill PLUMBER (0432)	\$15.00	-- Choose a Reason --	03/14/2019	☐ Yes ☐ No	☐ Yes ☐ No	☐ Sponsor ☐ Apprentice

QUIT **SUBMIT CANCELLATION**

Figure 65: Submit Cancellation

13. Transfer an Apprentice

To Transfer an individual Apprentice:

⇒ **Transfer Types:**

- a. Different Occupation Same Program
- b. Different Program and Same Occupation

1. Click on the **Registered Program number** on the Home page

The screenshot shows the RAPIDS Home page for user Debra Whitmore, Sponsor. The 'Registered Programs' table is displayed with the following data:

Program Number	Sponsor Name	Assigned ATR	Status	Registered Date	Last Updated Date
CA002125260	FTI Resilient Floor & Decorative Covering Crafts	page.arthur@dol.gov	Registered	12/15/2011	2/14/2019
KY030090008	LEXINGTON SHEETMETAL WKRS JAC	sofia.atrnew@gmail.com	Registered	9/7/1973	3/15/2018
MI008890032	A & O MOLD & ENGR	clawson.tiffanie.l@dol.gov	Registered	6/5/1989	3/11/2019
2017-MT-68472	Greg's Manufacturing Plant	clawson.tiffanie.l@dol.gov	Registered	1/11/2011	8/6/2018
MI008168388	A-T REFRIGERATION SALES AND SERVICE, INC.	clawson.tiffanie.l@dol.gov	Registered	4/27/2000	1/30/2019
MI008125480	AA ELECTRIC Company	clawson.tiffanie.l@dol.gov	Registered	11/22/2011	10/2/2018
AR022780005	ACEF	clawson.tiffanie.l@dol.gov	Registered	4/3/1978	10/2/2018
MI018115065	ACORN ELECTRIC COMPANY	clawson.tiffanie.l@dol.gov	Registered	10/13/2011	1/30/2019
MI007080299	ADAMS BUILDING CONTRACTORS, INC.	clawson.tiffanie.l@dol.gov	Registered	1/9/2008	5/1/2018
MI008147266	ADVANCED SPECIAL TOOLS INC	clawson.tiffanie.l@dol.gov	Registered	4/3/2014	5/17/2018

Figure 66: Transfer Apprentice - Select Program

2. Click on the **Active Apprentices** link on the Program Summary page

The screenshot shows the 'Greg's Manufacturing Plant - 2017-MT-68472' Program Summary page. The 'Active Apprentices' link is highlighted in a yellow box. The page displays various tabs and sections, including 'Apprentice Statistics' and 'Apprentices FY to Date'.

Apprentice Statistics

Apprentice Type	Count
Incomplete Apprentices	2
Active Apprentices	0
New Apprentices FY to Date	1
Completed Apprentices FY to Date	1
Cancelled Apprentices	0
Suspended Apprentices	1
Pending Apprentices	0
Overdue Apprentices	1

Apprentices FY to Date

Apprentice Type	Count
Incomplete	2
Denied	0
Active	1
NewFY	1
Completed	0
Cancelled	1

Figure 67: Transfer Apprentice _Home

13.1 Transfer an Apprentice - Different Occupation Same Program

3. Click the **Apprentice Number** you want to Transfer

Greg's Manufacturing Plant - 2017-MT-68472 REGISTER APPRENTICE

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

Compliance | User Accounts | Update Program | Employers | Related Actions

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Apprentice Information

Search **Apprentice Type** Active **Batch Size** 50

Search on Apprentice Name or Number Choose the type of Apprentice

COMPLETE CANCEL TRANSFER RE-INSTATE SUSPEND UPDATE

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

☐	Apprentice Number	Name ↑	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☐	MT2019000006	Smith, John	TOOL AND DIE MAKER (0586) V1 Time-Based	Registered	2017-MT-68472-000127	ABCD Company	3/7/2019	3/11/2019	8/29/2022	View History

Figure 68: Select an Apprentice

4. Click on the **More** drop down arrow and click on the **Transfer Apprentice** button

MT2019000006 - Smith, John UPDATE APPRENTICE CANCEL APPRENTICE COMPLETE APPRENTICE ...

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

Home > 2017-MT-68472 > Apprentices > MT2019000006

Current Status

Status
Registered

Status Last Updated
Mar 11, 2019

Last Updated By
clawson.tiffanie.l@dol.gov

Transfer Apprentice
Suspend Apprentice

Figure 69: Transfer an Apprentice

5. Complete all required * fields for Transfer Apprentice Information for **Different Occupation Same Program**
 - a. Exit Wage
 - b. Transfer Date
 - c. Comments
6. Click the **Different Occupation Same Program** option button
7. ***New Occupation** - Choose an Occupation
8. ***RTI Information** - Choose an RTI Provider
9. Previous Experience - *Enter Credit for Previous Experience and Credit for Previous Related Training
10. Wage - *Entry Wage, *Entry Wage Unit, Select Wage Schedule for the Apprentice
11. Click the **Save& Complete Transfer Request** button

MI2018000218 - Clark, Michle

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

Current Apprentices Information

Sponsor Berkeley County Regional Education Service Agency - 2019-NY-64211

Occupation NURSE ASSISTANT CERTIFIED (Existing Title: Nurse Assistant) (0824) V1 Competency-Based Career Lattice

Selected Apprentices

Apprentice	Start Wage	Start Date
MI2018000218 - Clark, Michle	\$10.00	Mar 28, 2017 ✕

Transfer Information

*** Transfer Type** ☒ Different Occupation Same Program ☐ Different Program and Same Occupation
Select the Occupation

*** Exit Wage** 15 *** Transfer Date** 03/14/2019
Transfer Date should not be over the last 45 days

*** New Occupation** CHEMICAL ENGINEERING TECHNICIAN (0969) V1 Time-Based 8000

*** Comment** Testing

RTI Information

*** Related Training Instruction Provider** PHILADELPHIA) ROOFERS JAC (LU 30)

Total Length of Instruction 2000 Hours **Hours Instruction Provided?** During Work Hours

Are Wages Paid During RTI? Yes **Term Length** 8000 Hours

Probationary Period 2000 Hours

Previous Experience

*** Credit for Previous Experience** 1000 **Credit for Previous Related Training** 144
Enter in hours. If no credit is given, enter 0. Cannot be greater than 7000 hours

Date Apprenticeship Begins Mar 14, 2019

Applicable Term Length 7000 Hours
Based on Maximum Term Length

Expected Completion Date Sep 5, 2022

Wage

*** Entry Wages** \$20.00 *** Entry Wage Units** Hourly

Journeyworker Wages (Monthly) \$4,000.00

Wage Schedules
Select the wage schedule for the apprentice.

Wage Schedule Name	Wages	Description
se	Start Wage: \$2,000.00 End Wage: \$4,000.00	

se Levels

Period	% of Journeyworker Wage	Duration (Hours)	Description
1st	50%	8000	
End Wage	100%	8000 Hours	

Current Status Information

Status Incomplete Transfer

Status Last Updated 3/14/2019

CANCEL **SAVE & COMPLETE TRANSFER REQUEST**

Figure 70: Transfer an Apprentice - Different Occupation Same Program

12. The system will display “Apprentice Transfer Successfully message with pending actions

MI2018000218 - Clark, Michle

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

Apprentice Transferred

✓ Apprentice MI2018000218 has successfully been Transferred.

CONTINUE

Figure 71: Transfer Apprentice Confirmation

13.2 Transfer an Apprentice - Different Program and Same Occupation

1. Complete all required * fields for Transfer Apprentice Information for **Different Program and Same Occupation**
 - a. Exit Wage
 - b. Transfer Date
 - c. Comments
 2. Click the **Different Program Same Occupation** button
- ⇒ **Note:** Only Programs with the Registered Occupation “Name of Occupation” are available for selection.
3. ***New Program** - Type to search active program that have current occupation
 4. ***RTI Information** - Choose an RTI Provider
 5. **Previous Experience** - *Enter Credit for Previous Experience and Credit for Previous Related Training
 6. **Wage** - *Entry Wage, *Entry Wage Unit, Select Wage Schedule for the Apprentice

MI2018000134 - binny, Stella

SummaryHistoryApprenticeship Agreement (671)Davis-BaconDocumentsRelated Actions

Current Apprentice Information

SponsorACORN ELECTRIC COMPANY - MI018115065

OccupationPHARMACY SUPPORT STAFF (Alternate Title: Pharmacy Specialist) (0844) V1 Competency-Based

Selected Apprentices

Apprentice	Start Wage	Start Date
MI2018000134 - binny, Stella	\$10.00	Feb 3, 2018

Transfer Information

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

Select your Program

*** Exit Wage** 15 *** Transfer Date** 03/15/2019

Transfer Date should not be over the last 45 days

*** New Program** MI008970031 - EAGLE TECHNOLOGIES

Type to search on active programs that have the current occupation

*** Comment** Transfer Testing

RTI Information

*** Related Training Instruction Provider** Burlington County Institute of Technology

Total Length of Instruction 111 Hours **Hours Instruction Provided?** During Work Hours

Are Wages Paid During RTI? Yes **Term Length** 2000 Hours

Probationary Period 500 Hours

Previous Experience

*** Credit for Previous Experience** 1000 **Credit for Previous Related Training** 10

Enter in hours. If no credit is given, enter 0. Cannot be greater than 1000 hours

Enter in hours.

Date Apprenticeship Begins Mar 15, 2019

Applicable Term Length 1000 Hours

Based on Maximum Term Length

Expected Completion Date Sep 6, 2019

Wage

*** Entry Wages** \$15.00 *** Entry Wage Units** Hourly

Journeyworker Wages (Hourly) \$34.00

Wage Schedules Select the wage schedule for the apprentice.

☒ **Wage Schedule Name** **Wages** **Start Wage: \$12.00** **End Wage: \$34.00** **Description**

☒ wage test

Wage Levels

Period	% of Journeyworker Wage	Duration (Hours)	Description
1st	35.29%	666.67	
2nd	56.86%	666.67	
3rd	78.43%	666.67	
End Wage	100%	2000 Hours	

Current Status Information

Status Incomplete Transfer

Status Last Updated 3/15/2019

CANCEL **SAVE & COMPLETE TRANSFER REQUEST**

Figure 72: Transfer an Apprentice - Different Program Same Occupation

14. Bulk Transfer Apprentices

14.1 Bulk Transfer Apprentice - Different Occupation and Same Program

To Transfer multiple Apprentices at one time:

1. Click the check box next to the Apprentices Number to Bulk Transfer Apprentices
2. Click the **Transfer** button

a. **Note:** Apprentices must be in the **Same Occupation**

Berkeley County Regional Education Service Agency - 2019-NY-64211 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules **Apprentices (95)** Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers Related Actions

Apprentice Information

Search **Apprentice Type** Active **Batch Size** 50

Search on Apprentice Name or Number Choose the type of Apprentice

COMPLETE **CANCEL** **TRANSFER** **RE-INSTATE** **SUSPEND** **UPDATE**

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

☐	Apprentice Number	Name	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☒	NY2019000011	dbb, acc	Chef De Partie (Cook Hotel & Restaurant) (0663) V1 Competency-Based	Registered				1/23/2019		View History
☐	NY2019000005	F, ADT RF	August 101 (1094) V1 Competency-Based	Registered			1/16/2019	1/16/2019	1/16/2020	View History
☐	RI2018005956	hbbh, aug9	Field (0916) V1 Competency-Based	Registered			8/9/2018	8/9/2018	8/7/2019	View History
☐	RI2018005964	hhb, hn	August 101 (1094) V1 Competency-Based	Registered				9/25/2018		View History
☒	MI2018000290	nnun, Heynes	Chef De Partie (Cook Hotel & Restaurant) (0663) V1 Competency-Based	Registered			5/11/2018	5/11/2018	4/26/2019	View History

Figure 73: Bulk Transfer Apprentices

3. Click **Start Transfer**
4. Complete all required * fields for Transfer Information
 - a. Exit Wage
 - b. Transfer Date
 - c. New Occupation - Choose New Occupation
 - d. Comments
5. Click the **Different Occupation Same Occupation** button
6. *RTI Information - Choose an RTI Provider
7. Previous Experience - *Enter Credit for Previous Experience and Credit for Previous Related Training
8. Wage - *Entry Wage, *Entry Wage Unit, Select Wage Schedule for the Apprentice
9. Click the **Submit Transfer** button

Current Apprentice Information

Sponsor: Occupation TEST - 2018-MI-68612

Occupation: PLUMBER (0432) V3 Time-Based

Selected Apprentices

Apprentice	Start Wage	Start Date
☒ MI2018000030 - Five 5, Apprentice	\$16.00	Jan 19, 2018
☒ MI2018027266 - Hill, Bevelyn	\$19.00	Nov 1, 2018

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

Select the Occupation

* Exit Wage

* Transfer Date

* 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?: Yes

Term Length: 2000 Hours

Probationary Period: 500 Hours

Previous Experience

* Credit for Previous Experience

Credit for Previous Related Training

Date Apprenticeship Begins

Applicable Term Length: 2000 Hours

Expected Completion Date

Wage

* Entry Wages

* Entry Wage Units

Wage Schedules

Select the wage schedule for the apprentice.

Wage Schedule Name	Wages	Description
☐ Wage 1	Start Wage: \$10.00 End Wage: \$15.00	Testing Wage

Current Status Information

Status: Incomplete Transfer

Status Last Updated: 3/19/2019

Figure 74: Bulk Transfer Apprentices - Different Occupation Same Program

14.2 Bulk Transfer Apprentices - Different Program and Same Occupation

To Transfer multiple Apprentices at one time:

1. Click the check box next to the Apprentices Number to Bulk Transfer Apprentices
2. Click the **Transfer** button
3. Click **Start Transfer**
4. Complete all required * fields for Transfer Apprentice Information for **Different Program and Same Occupation**
 - a. Exit Wage
 - b. Transfer Date
 - c. New Program - Choose New Program
 - d. Comments
6. Click **Different Program Same Occupation**
7. *RTI Information - Choose an RTI Provider
8. Previous Experience - *Enter Credit for Previous Experience and Credit for Previous Related Training
9. Wage - *Entry Wage, *Entry Wage Unit, Select Wage Schedule for the Apprentice
10. Click the **Submit Transfer** button

Current Apprentice Information

Sponsor: LGE ENERGY DELIVERY - 2019-ZA-43414

Occupation: PIPE FITTER - SPRINKLER FITTER (0414) V1 Hybrid Career Lattice

Selected Apprentices	Apprentice	Start Wage	Start Date
☒	KY15N023045 - DUDLEY, RODNEY DEWAYNE	\$33.00	Nov 4, 2015
☒	KY2018000059 - name, testname	\$22.00	Mar 8, 2018

Transfer Information

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

Select your Program

* Exit Wage: 35

* Transfer Date: 03/25/2019

Transfer Date should not be over the last 45 days

* New Program: MI007158552 - Absolute Automations

Type to search on active programs that have the current occupation

* Comment: Testing

Did this Apprentice receive Credit for Previous Experience? *

☐ Yes ☒ No

The first level to be taken by the apprentice *

Please select a current level.

☐ ↑ Levels Occupation Title Term Length (Hours)

RTI Information

* Related Training Instruction Provider: 3KEYLOGIC

Total Length of Instruction: 10 Hours

Hours Instruction Provided? During Work Hours

Are Wages Paid During RTI? Yes

Term Length: 8500 Hours

Probationary Period: 2500 Hours

Previous Experience

* Credit for Previous Experience: 1000

Enter in hours. If no credit is given, enter 0. Cannot be greater than 9000 hours

Credit for Previous Related Training: 10

Enter in hours.

Date Apprenticeship Begins: Mar 25, 2019

Applicable Term Length: 9000 Hours

Based on Maximum Term Length

Expected Completion Date: Sep 18, 2023

Wage

* Entry Wages: \$36.00

Journeyworker Wages (Hourly): \$12.00

* Entry Wage Units: Hourly

Wage Schedules

Select the wage schedule for the apprentice.

Wage Schedule Name	Wages	Description
☒ pipe wage	Start Wage: \$11.00 End Wage: \$12.00	bj

pipe wage Levels

Period	% of Journeyworker Wage	Duration (Hours)	Wage (Hourly)	Description
1st	91.67%	8500	\$11.00	
End Wage	100%	8500 Hours	\$12.00	

Current Status Information

Status: Incomplete Transfer

Status Last Updated: 3/25/2019

Figure 75: Bulk Transfer Apprentices - Different Program Same Occupation

15. Suspend an Apprentice

To Suspend a single Apprentice, the Apprentice must be in a **Registered** status:

1. Click on the **Registered Program Number** on the Home page
2. Click on the **Active Apprentice** link on the Dashboard

The system will display the Apprentice Information page

3. Click on the Apprentice Number you want to Suspend

Greg's Manufacturing Plant - 2017-MT-68472 REGISTER APPRENTICE

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

Compliance User Accounts Update Program Employers Related Actions

Apprentice Information

Search **Apprentice Type** Active **Batch Size** 50

Search on Apprentice Name or Number Choose the type of Apprentice

COMPLETE CANCEL TRANSFER RE-INSTATE SUSPEND UPDATE

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

☐	Apprentice Number	Name ↑	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☐	MT2019000006	Smith, John	TOOL AND DIE MAKER (0586) V1 Time-Based	Registered	2017-MT-68472-000127	ABCD Company	3/7/2019	3/11/2019	8/29/2022	View History

U.S. Department of Labor - Office of Apprenticeship

Figure 76: Suspend Apprentice

4. Click on the More button then click the **Suspend Apprentice** button

MT2019000006 - Smith, John UPDATE APPRENTICE CANCEL APPRENTICE COMPLETE APPRENTICE ...

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

Home > 2017-MT-68472 > Apprentices > MT2019000006

Current Status

Status
Registered

Status Last Updated
Mar 11, 2019

Last Updated By
clawson.tiffanie.l@dol.gov

Program
Sponsor
Greg's Manufacturing Plant - 2017-MT-68472

Sponsor Program Number
2017-MT-68472

Important Dates
Registration Date
Mar 11, 2019

Date Apprenticeship Began
Mar 7, 2019

Expected Completion Date
Aug 29, 2022

Apprentice Details

First Name
John

Last Name
Smith

Middle Name
Suffix

Social Security Number
Date of Birth

Transfer Apprentice
Suspend Apprentice

Figure 77: Suspend Apprentice

5. Complete the following required * fields:

- Suspension Start Date – Suspension Start Date cannot be before Apprentice Start Date
- Suspension End Date – Suspension End Date cannot be less than the Suspension Start Date
- Expected Complete Date – Cannot be updated on this page
- Requested By
- Reason for Suspension
- Description

6. Click the **Submit Suspension** button

- The system will display message “**Apprentice Suspended Successfully**”

⇒ **Note:** This Action requires ATR Approval

MT2019000006 - Smith, John

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

Suspend Apprentices

Selected Apprentices	Apprentice	Start Wage	Start Date	Original Expected Complete Date	New Expected Complete Date
☒	MT2019000006 - Smith, John	\$10.00	Mar 7, 2019	Aug 29, 2022	Sep 2, 2022 ✕

* Suspension Start: 03/25/2019 * Suspension End: 03/28/2019

* Requested By: ☒ Sponsor ☐ Apprentice * Suspension Reason: Low Attendance

Description: Testing

QUIT **SUBMIT SUSPENSION**

Figure 78: Submit Apprentice Suspension

14.1 Bulk Suspend Apprentices

To Suspend multiple Apprentices at one time; Apprentices must be in a **Registered** status.

1. Click on the **Registered Program Number** on the Home page
2. Click on the **Active Apprentice** link on the Dashboard
 - a. The system will display the Apprentice Information page
3. Click the check box next to the Apprentice(s) Number you want to Suspend
4. Click the **Suspend** button

cl pgm - 2018-MI-68696 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules **Apprentices (4)** Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers Related Actions

Apprentice Information

Search: Type to search on Apprentice Data Search on Apprentice Name or Number

Apprentice Type: Active Choose the type of Apprentice Batch Size: 50

COMPLETE **CANCEL** **TRANSFER** **RE-INSTATE** **SUSPEND** **UPDATE**

Active Apprentices

Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

☐	Apprentice Number	Name	Occupation	Status	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☒	MI2018027225	Ampaah, Sylvia Maame	LONG TERM CARE NURSE MANAGEMENT (1105) V1 Competency-Based CL	Registered	2/5/2019	8/9/2018	2/21/2019	View History
☒	MI2018027227	Haggla, Mavin	LONG TERM CARE NURSE MANAGEMENT (1105) V1 Competency-Based CL	Registered	8/9/2018	8/9/2018	1/31/2019	View History
☐	MI2018027226	Scanty, Jenifer Pedon	LONG TERM CARE NURSE MANAGEMENT (1105) V1 Competency-Based CL	Registered	8/9/2018	8/9/2018	1/31/2019	View History
☐	MI2019000021	Jackson, Elizabeth	PIPE FITTER (Existing Title: Pipe Fitter (Construction)) (0414) V2 Hybrid CL	Registered	2/6/2019	2/6/2019	7/31/2023	View History

Figure 79: Bulk Suspend Apprentice

5. Complete all require * fields for Suspend Apprentices

6. Click the **Submit Suspension** button

⇒ Note: Suspension update type can be **Individual** (apprentices have different information) or **Group** (apprentices have the same information)

cl pgm - 2018-MI-68696 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules **Apprentices (4)** Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers Related Actions

Apprentice Information

Suspend Apprentices

Update Type ☒ Individual ☐ Group

Update individually selected apprentice data

Apprentice	Suspension Start Date	Suspension End Date	Expected Complete Date	Requested By	Reason for Suspension	Description	Remove
MI2018027225 - Sylvia Ampaah LONG TERM CARE NURSE MANAGEMENT (1105)	03/25/2019	05/16/2019	Jan 28, 2019	☒ Sponsor ☐ Apprentice	Leave	Testing	✗
MI2018027227 - Mavin Haggla LONG TERM CARE NURSE MANAGEMENT (1105)	03/25/2019	03/28/2019	Feb 1, 2019	☒ Sponsor ☐ Apprentice	Poor Performance	Testing	✗

QUIT SUBMIT SUSPENSION

U.S. Department of Labor - Office of Apprenticeship

Figure 80: Bulk Suspend Apprentice - Submit Suspension

16. Re-Instate an Apprentice

Apprentices can be Re-Instated if their Status = Cancelled:

1. Click the check box next to the **Apprentice Number** to Re-Instate to the program. The system will enable the **Re-Instate** button
2. Click the **Re-Instate** button

Apprentice Information

Search Apprentice Type Batch Size

Type to search on Apprentice Data Cancelled 50

Search on Apprentice Name or Number Choose the type of Apprentice

COMPLETE CANCEL TRANSFER RE-INSTATE END UPDATE

Cancelled Apprentices

Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

	Apprentice Number	Name	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Cancellation Date	Expected Completion Date	History
☒	MI2018000097	aag.gopu33 v	CHILD CARE DEVELOPMENT SPECIALIST (0840) V1 Time-Based	Cancelled			1/1/2018	1/31/2018	5/11/2018	1/1/2020	View History
☒	MI2018000092	aag.gopu8 v	CHILD CARE DEVELOPMENT SPECIALIST (0840) V1 Time-Based	Cancelled			1/1/2018	1/31/2018	4/11/2018	1/1/2020	View History
☒	MI2018000101	aag.gopu77 v	Chef De Partie (Cook Hotel & Restaurant) (0663) V1 Competency-Based	Cancelled			5/31/2018	1/31/2018	6/21/2018	6/21/2018	View History
☒	MI2018000091	aag.gopu7 v	CHILD CARE DEVELOPMENT SPECIALIST (0840) V1 Time-Based	Cancelled			2/27/2018	1/31/2018	3/23/2018	1/1/2020	View History

Figure 81: Re-Instate Apprentice

3. The system defaults to today's date; click in the date field the system will display a calendar to select the date the Apprentice was re-instated
4. If Current Wage is not correct, enter the correct amount in the **Current Wage** field

5. Select the reason for the Re-Instatement:

- Reinstate
- Problem resolved
- Resolved family matters
- Resolved other issues
- Sponsor Action
- Unknown

6. Enter a comment in the **Comment** field

7. Click the **Submit Re-Instatement** button – This action requires ATR Approval

- The system will display a message “Apprentices Re-Instated Successfully”

⇒ Note: Suspension update type can be **Individual** (apprentices have different information) or **Group** (apprentices have the same information)

Apprentice Information
Re-Instate Apprentices
Update Type ☒ Individual ☐ Group
Update individually selected apprentice data

Apprentice Number	Re-Instate Date	Current Wage	Wage Unit	Reason	Comments
MI2018000091 - gopu7 aag CHILD CARE DEVELOPMENT SPECIALIST (0840)	04/01/2019	\$15.00	Hourly	REINSTATE	Testing
MI2018000092 - gopu8 aag CHILD CARE DEVELOPMENT SPECIALIST (0840)	04/01/2019	\$16.00	Hourly	REINSTATE	Testing
MI2018000097 - gopu33 aag CHILD CARE DEVELOPMENT SPECIALIST (0840)	04/01/2019	\$17.00	Hourly	REINSTATE	Testing
MI2018000101 - gopu77 aag Chef De Partie (Cook Hotel & Restaurant) (0663)	04/01/2019	\$20.00	Hourly	Problems resolved	Testing

QUIT

SUBMIT RE-INSTATEMENT

Figure 82: Submit Re-Instatement

17. Interim Complete an Apprentice

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

- From the RAPIDS 2.0 Home page, click on a **Registered Program Number** that include a Career Lattice Occupation
- Click on the **Apprentice Number** that is registered in a Career Lattice Occupation
 - Don't see the Apprentice you're looking for?
- Search for the Apprentice by entering the **Apprentice ID** or **Apprentice Name** and hit the enter key

Apprentice Information

Search
NY2019000004
Search on Apprentice Name or Number

Apprentice Type
Active
Choose the type of Apprentice

Batch Size
50

COMPLETE

CANCEL

TRANSFER

RE-INSTATE

SUSPEND

UPDATE

Active Apprentices
Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

☐	Apprentice Number	Name ↑	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☒	NY2019000004	sai, venkat	HOME HEALTH AIDE (Alternate Title: Health Support Specialist) (1086) V1 Competency-Based CL	Registered			1/15/2019	1/15/2019	1/15/2020	View History

Figure 83: Search Apprentice

4. Click on the **Interim Completion** button – Interim Complete Apprentice from Level #1

NY2019000004 - sai, venkat

UPDATE APPRENTICE CANCEL APPR **INTERIM COMPLETION** ...

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

Home > 2019-NY-64211 > Apprentices > NY2019000004

Current Status

Status: Registered

Status Last Updated: Jan 15, 2019

Last Updated By: srujan.kukunoor@appteon.com

Figure 84: Interim Completion

17.1 Interim Complete an Apprentice - Current Level

5. Enter the Interim Completion Wage amount
6. Enter the Interim Completion Date
7. Click the **Next** button

NY2019000004 - sai, venkat

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

Program Number: 2019-NY-64211

Sponsor: Berkeley County Regional Education Service Agency
109 S. COLLEGE STREET MARTINSBURG, NY 34322

Complete Current Level Select Next Level

Previously Completed Levels

Levels	Occupation Title	Start Date	Start Wage	Expected Completion Dt	End Date	End Wage	Status
No items available							

Current Career Lattice Occupation Level

Levels	Occupation Title	Start Date	Start Wage	Expected Completion Dt	End Date	End Wage	Status
2	HOME HEALTH AIDE (Disability Spec) (Level 2)	1/15/2019	\$10.00	1/15/2020	4/1/2019	\$15.00	Registered

Completion Wage * \$15.00 **Completion Date *** 04/01/2019

QUIT **NEXT**

Figure 85: Interim Complete Current Level

17.2 Interim Complete an Apprentice - Next Level

8. **Select Next Level** to be taken by the Apprentice
9. Enter the Start Wages
10. The system auto-populate the State Date
11. Click the check box for Wage Schedule Name
12. Click the **Submit Interim Completion** button

NY2019000004 - sai, venkat

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

Program Number
2019-NY-64211

Sponsor
Berkeley County Regional Education Service Agency
109 S. COLLEGE STREET MARTINSBURG, NY 34322

Complete Current Level **Select Next Level**

Pending Completion Level

Levels	Occupation Title	Start Date	Start Wage	Expected Completion Dt	End Date	End Wage	Status
2	HOME HEALTH AIDE (Disability Spec) (Level 2)	1/15/2019	\$10.00	1/15/2020	4/1/2019	\$15.00	Pending Completion

Choose the next level to be taken by the apprentice *

Select the next level for the apprentice

Levels	Occupation Title
☐	1 HOME HEALTH AIDE (Level 1)
☐	2 HOME HEALTH AIDE (Hospice Spec) (Level 2)
☐	2 HOME HEALTH AIDE (Mental Illness Spec) (Level 2)
☐	2 HOME HEALTH AIDE (Dementia Spec) (Level 2)
☐	2 HOME HEALTH AIDE (Mentor Spec) (Level 2)
☐	2 HOME HEALTH AIDE (Geriatric Spec) (Level 2)
☐	2 HOME HEALTH AIDE (Advanced Home Health Aide Spec) (Level 2)
☐	2 HOME HEALTH AIDE (Care Transition Spec) (Level 2)
☐	2 HOME HEALTH AIDE (Peer Trainer Spec) (Level 2)

Wages

Start Wage * **Start Date ***

Wage Schedules
Select the wage schedule for the apprentice.1

Wage Schedule Name	Wages	Description
☒ health CL wage	Start Wage: \$22.00 End Wage: \$35.00	

health CL wage Levels

Period	% of Journeyworker Wage	Duration (Hours)	Wage (Hourly)	Description
1st	62.86%	2000	\$22.00	
End Wage	100%	2000 Hours	\$35.00	

SUBMIT INTERIM COMPLETION

Figure 86: Interim Completion Next Level

Note: After submission system displays “This Apprentice has a pending interim completion and cannot be up-dated until it is approved.”

18. Update Registered an Apprentices Record

To Update an Apprentice record:

1. Click on the **Registered Program** on the Home page
2. Click on the **Active Apprentices** link
3. Click the Apprentice Number
4. Click the **Update Apprentice** button to update Apprentice record
5. Click the **Save & Complete Update Request** button

WV2017000006 - Barnes, Heather

UPDATE APPRENTICE
CANCEL APPRENTICE
COMPLETE APPRENTICE
...

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

Home > 2019-NY-64211 > Apprentices > WV2017000006

Current Status

Status
Registered

Status Last Updated
Mar 28, 2019

Last Updated By
clawson.tiffanie.l@dol.gov

Program

Sponsor
Berkeley County Regional Education Service Agency - 2019-NY-64211

Sponsor Program Number
2019-NY-64211

Important Dates

Registration Date
Aug 16, 2017

Expected Completion Date
Oct 5, 2022

Date Apprenticeship Began
Oct 25, 2018

Figure 87: Update Apprentice

18.1 Bulk Update Registered Apprentice Record

To update multiple Apprentices at one time:

1. Click on the **Registered Program Number** on the Home page
2. Click on the **Active Apprentices** link
3. Check the box next to the Apprentices to update
4. Click the **Update** button

global workers - 2019-ID-62853

REGISTER APPRENTICE

Summary
Program Information
Contact Information
Occupation Information
RTI Information
Wage Schedules
Apprentices (27)
Davis-Bacon Certification
Reports
Documents

Compliance
User Accounts
Update Program
Employers
Related Actions

<< Back

Apprentice Information

Search

Apprentice Type
Active

Batch Size
50

Search on Apprentice Name or Number
Choose the type of Apprentice

COMPLETE
CANCEL
TRANSFER
RE-INSTATE
SUSPEND
UPDATE

Active Apprentices

Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

	Apprentice Number	Name	Occupation	Status	Employer Number	Employer Name	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
☒	OH15N069546	YEAGER, PETER MICHAEL	STRUCTURAL STEEL WORKER (Alternate Titles: Ironworker or Structural Ironworker) (0669) V1 Time-Based	Registered			9/17/2015	9/17/2015	9/17/2018	View History
☒	IN14N061387	WILSON, WILLIAM NICK	STRUCTURAL STEEL WORKER (Alternate Titles: Ironworker or Structural Ironworker) (0669) V1 Time-Based	Registered			4/10/2014	4/11/2014	4/10/2017	View History

Figure 88: Update Multiple Apprentices –Expected Completion Date

5. Update the **Expected Completion Date**
6. Click the **Save** button

global workers - 2019-ID-62853 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (27) Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers Related Actions

<< Back

Apprentice Information

Batch Update Apprentices

Apprentices @

IN14N061387 - WILSON, WILLIAM x OH15N069546 - YEAGER, PETER x

Expected Completion Date *

05/19/2022

QUIT SUBMIT

Figure 89: Update Expected Completion Date

19. Apprentice Search / CSV Download

Steps to Search on and Download **Apprentices** to **CSV File**:

1. Click on the **Advanced Search** link on the Home page
2. Click on **Apprentice Search** link
3. Enter Search criteria's to search on Apprentice Data
4. Click the **View Results** button

Advanced Search

Apprentice Search Program Search Program Occupation Search

Search > Apprentices

Apprentice Search Criteria

VIEW RESULTS

Apprentice Number Last Name First Name Middle Name SSN Four

Program

Programs Program Type Assigned ATR Apprentice Type

Type to search on your programs All All All

Multiple selections allowed Choose the type of Apprentice

☐ Include only National Programs

Sponsor Types

Sponsor Type Other Sponsor Type Description Program Type Other Program Type Description

Industry

Industry Code NAICS

Select Industry Code Select NAICS Code

Location

Location Type Address County

Sponsor

Agency City State Zip Code Region

Both

Figure 90: Search Apprentices / Download Apprentices Result - CSV File

5. Click on the **Generate Document** link
6. Click on the **View CSV Download** link
 - a. A new browser tab will open

Navigation

- Home
- My Profile
- Advanced Search**
- User Messages
- Email Preferences
- User Guides

Actions

- Register an Apprentice

Advanced Search

Apprentice Search | Program Search | Program Occupation Search

Search > Apprentices

Apprentice Search - 5 Results

Refine Results

Filters

- All Apprentices
- Program Status = [all]
- Sponsor Type in [Community College/University]

Apprentices

Click the column headers to sort the data

Number	Name ↑	Program State	Program County	Program	Sponsor	Assigned ATR	Occupation	Start Date	Registered Date	Quarter Registered	Status
MI2018027225	Ampaah, Sylvia Maame	MI	Richmond city	2018-MI-68696	cl pgm	clawson.tiffanie.l@dol.gov	LONG TERM CARE NURSE MANAGEMENT (1105)	2/5/2019	8/9/2018	FY2018 Q4	Regis
MI2018027227	Haggla, Mavin	MI	Richmond city	2018-MI-68696	cl pgm	clawson.tiffanie.l@dol.gov	LONG TERM CARE NURSE MANAGEMENT (1105)	8/9/2018	8/9/2018	FY2018 Q4	Regis
MI2019000021	Jackson, Elizabeth	MI	Richmond city	2018-MI-68696	cl pgm	clawson.tiffanie.l@dol.gov	PIPE FITTER (Existing Title: Pipe Fitter (Construction)) (9114)	2/6/2019	2/6/2019	FY2019 Q2	Regis

Generate Document

Figure 91: Apprentice Search / CSV Download

7. Click on the **Apprentice Search.CSV** link on the CSV Download page

⇒ **Note:**

- ◆ Click the **Refresh** button while the file is generating to refresh your screen
- ◆ Documents will be available to download for **24 hours**
- ◆ The system will display the following statuses:
 - a. **Generating**—the system is generating the CSV file
 - b. **Complete**—the CSV file has completed the generating process

CSV Download

Documents Available for Download

Click the document name to download. Documents are available for 24 hours.

Document Type	Icon	Status	Document Download Link	Number of Results	Created Date
Apprentice Search Results	✓	Complete	Apprentice Search.csv	8430	4/8/2019 11:09 AM EDT

Refresh

Figure 92: Search Apprentice Search.CSV

20. Program Search / CSV Download

Steps to Search on and Download **Program** data to a **CSV File**:

1. Click on the **Advanced Search** link on the Home page
2. Click on **Program Search** link
3. Enter Search criteria's to search on Program Data
4. Click the **View Results** button

Advanced Search

Apprentice Search

Program Search

Program Occupation Search

Search > Programs

VIEW RESULTS

Program Search Criteria

Program Name/Number

Program Type

Apprentice Count

Assigned ATR

☐ Include only National Programs

Location

Address

County

City

State

Zip Code

Region

Sponsor Types

Sponsor Type

Other Sponsor Type Description

Program Type

Other Program Type Description

Occupation

Specific Occupation

Rapids Code

O*NET Code

Type to search on Occupation Title or O*NET Code

Dates

Fiscal Year

Start Date - BOP

Quarter

Start Date - EOP

Clear Quarter

Programs that were registered on or after this date.

Programs that were registered on or before this date.

Industry

Industry Code

SIC Code

NAICS

Select Industry Code

Select SIC Code

Select NAICS Code

CLEAR FILTERS

Figure 93: Program Search /CSV Download

5. Click on the **Generate Document** link
6. Click on the **View CSV Download** link
 - a. A new browser tab will open

Navigation

Home

My Profile

Advanced Search

User Messages

Email Preferences

User Guides

Actions

Register an Apprentice

Advanced Search

Apprentice Search

Program Search

Program Occupation Search

Search > Programs

VIEW RESULTS

Program Search - 47 Results

<< Refine Results

- Program Type = all
- Apprentice Count = Any
- National Program = Any

View By Quarter

Display Address

Display County

Display NAICS

Display Sponsor Contact

Start Index

Batch Size

Generate Document

Programs

Click the column headers to sort the data

Number	Sponsor Name	State	Region	Status	Assigned ATR	Active Apprentice Count	Registered Date	Quarter Registered	Last Updated Date
2017-MD-781	TranZed Apprenticeship Services, LLC	MD	2	Registered	henry.colleen@dol.gov	1	11/15/2017	FY2018 Q1	11/28/2017
MI008780172	CONAGRA	MI	5	Registered	clawson.tiffanie.l@dol.gov	3	6/14/2018	FY2018 Q3	4/5/2019
MI008780179	KALAMAZOO JAC	MI	5	Registered	clawson.tiffanie.l@dol.gov	19	12/31/1978	FY1979 Q1	4/5/2019
MI008780010	C & S MACHINE PRODUCTS	MI	5	Registered	clawson.tiffanie.l@dol.gov	9	12/31/1978	FY1979 Q1	12/27/2018

Figure 94: Program Search Results

7. Click on the **Program Search.CSV** link on the CSV Download page

⇒ **Note:**

- ◆ Click the **Refresh** button while the file is generating to refresh your screen
- ◆ Documents will be available to download for **24 hours**
- ◆ The system will display the following statuses:
 - a. **Generating**—the system is generating the CSV file
 - b. **Complete**—the CSV file has completed the generating process

Document Type	Icon	Status	Document Download Link	Number of Results	Created Date
Program Search Results		Complete	Program Search.csv	47	4/8/2019 1:48 PM EDT

[Refresh](#)

Figure 95: Program Search / CSV Download

21. Program Occupation Search

Steps to Search on and Download **Program Occupation** data to a **CSV File**:

1. Click on the **Advanced Search** link on the Home page
2. Click on **Program Occupation Search** link
3. Enter Search criteria's to search on Program Occupation Data

Navigation

- Home
- My Profile
- Advanced Search**
- User Messages
- Email Preferences
- User Guides

Actions

- Register an Apprentice

Advanced Search

Apprentice Search | Program Search | **Program Occupation Search**

Search > Program Occupation

VIEW RESULTS

Program Occupation Search

Search

Search on Program Name or Number

Program Type ☐ All ☒ Registered ☐ Cancelled ☐ Suspended ☐ Pending

Assigned ATR

Advanced Search

Registered Date

Fiscal Year

Quarter ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4

[Clear Quarter](#)

Beginning of Period

Programs that were registered on or after this date.

End of Period

Programs that were registered on or before this date.

NAICS Code

Industry Code

SIC Code

NAICS

[CLEAR FILTERS](#)

Location

Region

State

County

Address

City

Zip Code

Figure 96: Program Occupation Search

5. Click on the **Generate Document** link
6. Click on the **View CSV Download** link
 - a. A new browser tab will open

Navigation

[Home](#)
[Advanced Search](#)
[User Messages](#)
[Email Preferences](#)
[User Guides](#)

Actions

[Register an Apprentice](#)

Advanced Search

[Apprentice Search](#) | [Program Search](#) | [Program Occupation Search](#)

Search > Program Occupation

VIEW RESULTS

Program Occupation Search - 50 Results

<< Refine Results

Filters

- Program Type = Active

View By Quarter

☐ Yes
 ☒ No

Choose to view the results by quarter registered, or by Beginning and End Dates

Display Address

☐ Yes
 ☒ No

Display the address in the results

Display County

☐ Yes
 ☒ No

Display the county in the results

Display NAICS

☐ Yes
 ☒ No

Display the naics in the results

Display Sponsor Contact

☐ Yes
 ☒ No

Display the sponsor contact info in the results

Start Index

1

Batch Size

50

Generate Document

Programs

Click the column headers to sort the data

Number	Sponsor Name	Status	Occupation	Term Length Min	Term Length Max	Probation Length	Journeyworker Hourly Wage	Hours of RTI Training	Rti Length Type	Are Wages Paid During Training?
MI008780172	CONAGRA	Registered	NURSE ASSISTANT CERTIFIED (Existing Title: Nurse Assistant) (0824) V1 Competency-Based CL	2000		500	\$12.00	144	A	Yes
MI008780172	CONAGRA	Registered	NURSE ASSISTANT CERTIFIED (Existing Title: Nurse Assistant) (0824) V1 Competency-Based CL	2000		500	\$12.00	144	A	Yes

Figure 97: Program Occupation Search / CSV Download

7. Click on the **Program Occupation Search.CSV** link on the CSV Download page

⇒ **Note:**

- ◆ Click the **Refresh** button while the file is generating to refresh your screen
- ◆ Documents will be available to download for **24 hours**
- ◆ The system will display the following statuses:
 - a. **Generating**—the system is generating the CSV file
 - b. **Complete**—the CSV file has completed the download process

CSV Download

Documents Available for Download

Click the document name to download. Documents are available for 24 hours.

Document Type	Icon	Status	Document Download Link	Number of Results	Created Date
Program Occupation Search Results	✓	Complete	Program Occupation Search Results.csv	1	4/8/2019 2:40 PM EDT
Program Search Results	✓	Complete	Program Search.csv	47	4/8/2019 1:48 PM EDT

Refresh

Figure 98: Program Occupation Search.CSV

22. Employer Upload

The Upload Employer feature allows users to upload Employer Information via the Employers Upload Template

1. Click on a **Registered Program** number on the **Home** page

Navigation

- Home
- My Profile
- Advanced Search
- User Messages (1)
- Email Preferences
- User Guides

Actions

- Register an Apprentice

Home

CSV Download

Registered Programs

Click the column headers to sort the Program data

Program Number	Sponsor Name	Assigned ATR	Status		Registered Date	Last Updated Date
MI006970008	WINDEMULLER ELECTRIC	clawson.tiffanie.l@dol.gov	Registered	✓	4/7/1997	5/7/2018
ZA002060002	Werner Enterprises	cremeens-risinger.d@dol.gov	Registered	✓	4/13/2006	
MI007169366	Trilogy Health Services, LLC	jackson.dave@dol.gov	Registered	✓	10/4/2016	8/9/2018
2017-DC-68511	ponsor std	jermarshal@pa.gov	Registered	✓	8/21/2017	8/21/2017
IN040460001	Sheet Metal Workers Local 20 Apprenticeship and Training Trust	sokolowski.kathleen@dol.gov	Registered	✓	3/6/1946	7/5/2017
2018-HI-68615	SD program	clawson.tiffanie.l@dol.gov	Registered	✓	1/23/2018	1/23/2018
CA000070138	San Bernardino, Inyo & Mono Electrical JATC	boren.zachary@dol.gov	Registered	✓	11/6/2007	8/25/2017
2018-MI-68527	reg test	clawson.tiffanie.l@dol.gov	Registered	✓	10/19/2017	10/19/2017
2018-MI-68612	Occupation TEST	clawson.tiffanie.l@dol.gov	Registered	✓	1/17/2018	3/15/2019

Figure 99: Employer Upload

2. Click on the **Related Actions** link

Berkeley County Regional Education Service Agency - 2019-NY-64211

REGISTER APPRENTICE

Summary

Program Information

Contact Information

Occupation Information

RTI Information

Wage Schedules

Apprentices (80)

Davis-Bacon Certification

Reports

Documents

Compliance

User Accounts

Update Program

Employers

Related Actions

Apprentice Statistics

Apprentice Type	Count
Incomplete Apprentices	20
Denied Apprentices	6
Active Apprentices	80
New Apprentices FY to Date	25
Completed Apprentices FY to Date	71
Cancelled Apprentices	33
Suspended Apprentices	5
Pending Apprentices	34
Overdue Apprentices	6

Apprentices FY to Date

Incomplete

20

Denied

6

Active

80

NewFY

25

Completed

71

Cancelled

33

Figure 100: Employer Upload - Related Actions

78 | Page

3. Click on the **Employer Excel Upload** link

Berkeley County Regional Education Service Agency - 2019-NY-64211

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (80) Davis-Bacon Certification

Reports Documents Compliance User Accounts Update Program Employers **Related Actions**

- Register Apprentice**
Register a new apprentice
- Add Employer**
Add an Employer to a Program
- Add Program Occupation**
Add Program Occupation
- Apprentice Excel Upload**
Upload Apprentices to a Program Sponsor using an Excel file
- Add Wage Schedule**
Add a new Wage Schedule to a Program Occupation
- Upload Standards Document**
Upload the entire standards document to the program
- Request a New Davis-Bacon Certification**
Generate a New Davis Bacon Certification Document
- Employer Excel Upload**
Upload Employers to a Program Sponsor using an Excel file
- ADD New RTI Provider**

Figure 101: Employer Upload Template

4. Click on the **Employer Excel Upload** link

Berkeley County Regional Education Service Agency - 2019-NY-64211

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (80) Davis-Bacon Certification

Reports Documents Compliance User Accounts Update Program Employers **Related Actions**

Berkeley County Regional Education Service Agency - 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 **Berkeley County Regional Education Service Agency**

Employer Upload Template

Employer Excel Upload -2019-NY-64211

Employer Data - Excel Upload *

UPLOAD Drop file here

CANCEL **SUBMIT**

Figure 102: Employer Upload - Download Template

⇒ **Note:** The **Employer Upload Template** has two tabs:

- a. Employers Data
- b. Data Dictionary

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

Enter Employers data in the Employers Upload Template

Employer Upload-2019-NY-64211 (1) - Excel

	A	B	C	D	E	F	G
	*Employer Name	*Address	*City	*State	*Zip	NAICS CODE	EIN
2	Test Employer 1	200 Central Ave	Essex	MD	21221	611110	12-1000000
3	Test Employer 2	200 Central Ave	Essex	MD	21221	611112	13-1000000
4	Test Employer 3	200 Central Ave	Essex	MD	21221	611120	14-1000000
5	Test Employer 4	200 Central Ave	Essex	MD	21221	611130	15-1000000
6	Test Employer 5	200 Central Ave	Essex	MD	21221	611140	16-1000000
7	Test Employer 6	200 Central Ave	Essex	MD	21221	611150	18-1000000
8	Test Employer 7	200 Central Ave	Essex	MD	21221	611110	19-1000000
9							

Employers Data Data Dictionary

Figure 103: Employer Upload - Excel Template

⇒ **Note:** The **Employers Upload Template** will populate the **Add Employer** fields for each Employer uploaded

Add Program Employer

Enter the employer information below to add the employer to your program.

Employer Information

Contact Information

Confirmation

Employer Information

Program Sponsor 2019-NY-64211 - Berkeley County Regional Education Service Agency

*** Employer Name**

*** Address**

*** City**

*** State**

*** Zip**

EIN

NAICS Code

Show All

*** Start Date**

Date the Employer joined the Program.

Upload Employer Acceptance Agreement

UPLOAD

CANCEL SAVE PROGRESS NEXT

Figure 104: Employer Upload - Add Employer Fields

- ⇒ **Note:** ♦ Reference the **Data Dictionary** for acceptable values to enter in the Employer Data tab
 ♦ Use the Print function to print the Data Dictionary for easy reference

Row	Data Element Name	Data Definition and Instruction	Code Value	Required(Yes/No)
2	A	Employer Name	Enter the Name of the Employer.	Y
3	B	Address	Enter the Employer's street address.	Y
4	C	City	Enter the Employer's city.	Y
5	D	State	Enter the Employer's state.	Y
6	E	Zip	Enter the Employer's 5-digit zip code.	Y
7	F	NAICS CODE	Enter the Employer's NAICS Code.	N
8	G	EIN	Enter the Employer's EIN Number.	N

Figure 105: Employer Upload - Data Dictionary

Berkeley County Regional Education Service Agency - 2019-NY-64211

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (80) Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers **Related Actions**

Berkeley County Regional Education Service Agency - Upload Employer Data

Instructions

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

Employers will only be added to Program Sponsor **Berkeley County Regional Education Service Agency**

Employer Upload Template
 Employer Excel Upload -2019-NY-64211

Employer Data - Excel Upload *
 Employer Upload-2019-NY-64211 (1)
 XLSX - 17.38 KB

SUBMIT

Figure 106: Employer Upload - Drag & Drop File

Berkeley County Regional Education Service Agency - 2019-NY-64211

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (80) Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Employers **Related Actions**

Employer Upload Confirmation

Your Employers have not yet been uploaded into the system.

Note - 5 Employers with Errors
 Errors were found in your employers upload file. The following records will not be entered into the system. Refer to the Row Number column to find the row in the uploaded file and update the data before uploading again.

Row	Errors Found
3	Column F-Please enter valid 6 Digits Employer Naics code
4	Column F-Please enter valid 6 Digits Employer Naics code
5	Column F-Please enter valid 6 Digits Employer Naics code
6	Column F-Please enter valid 6 Digits Employer Naics code
7	Column F-Please enter valid 6 Digits Employer Naics code

1 - 5 of 5

Unable to Continue Employers Upload
 There are no valid employers.

SUBMIT

Figure 107: Employer Upload - Confirmation

23. Apprentice Upload

The Upload Apprentice feature allows users to upload Apprentice Information via the Apprentice Excel Upload Template

1. Click on a **Registered Program** number on the **Home** page

Navigation

- Home
- My Profile
- Advanced Search
- User Messages (1)
- Email Preferences
- User Guides

Actions

- Register an Apprentice

Home

CSV Download

Registered Programs

Click the column headers to sort the Program data

Program Number	Sponsor Name	Assigned ATR	Status		Registered Date	Last Updated Date
2017-DC-68511	SALT RIVER VOCATIONAL SCHOOL	smith.michael.d@dol.gov	Registered	✓	7/19/2002	3/15/2016

Figure 108: Apprentice Upload

2. Click on the **Related Actions** link

Berkeley County Regional Education Service Agency - 2019-NY-64211

REGISTER APPRENTICE

Summary

Program Information

Contact Information

Occupation Information

RTI Information

Wage Schedules

Apprentices (80)

Davis-Bacon Certification

Reports

Documents

Compliance

User Accounts

Update Program

Employers

Related Actions

Apprentice Statistics

Apprentice Type	Count
Incomplete Apprentices	20
Denied Apprentices	6
Active Apprentices	80
New Apprentices FY to Date	25
Completed Apprentices FY to Date	71
Cancelled Apprentices	33
Suspended Apprentices	5
Pending Apprentices	34
Overdue Apprentices	6

Apprentices FY to Date

Incomplete

20

Denied

6

Active

80

NewFY

25

Completed

71

Cancelled

33

Figure 109: Apprentice Upload - Related Actions

3. Click on the **Apprentice Excel Upload** link

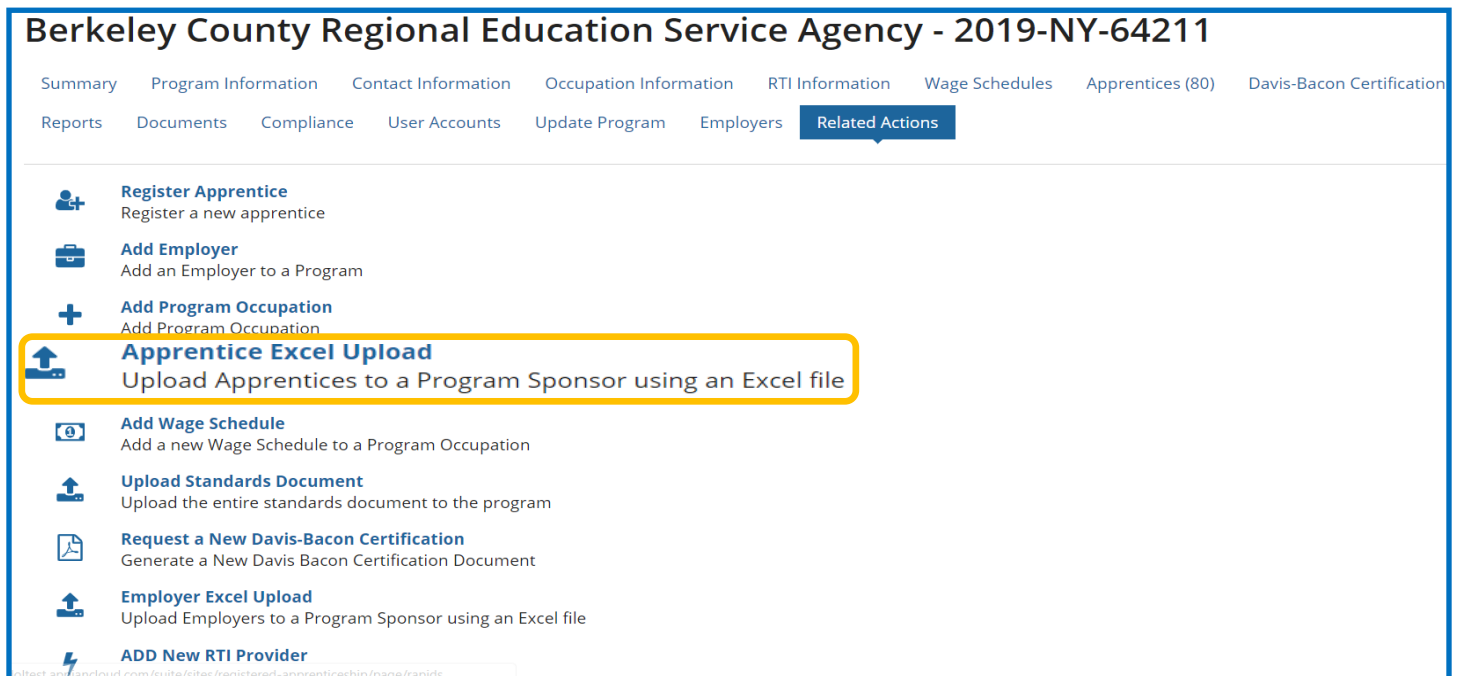


Figure 110: Apprentice Upload Template

4. Click on the **Apprentice Excel Upload** link

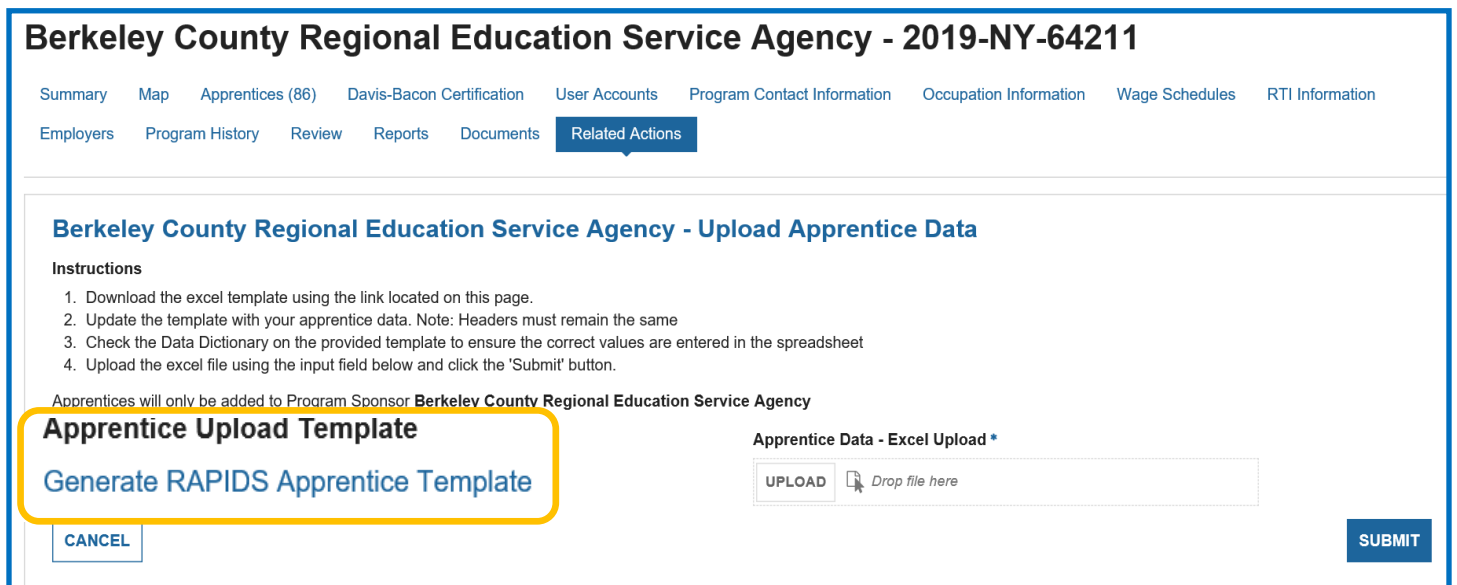


Figure 111: Apprentice Upload - Download Template

⇒ **Note:** The **Apprentice Upload Template** has six tabs:

- | | | |
|--------------------|----------------|-------------------|
| a. Employers Data | c. Employers | e. RTI Providers |
| b. Data Dictionary | d. Occupations | f. Wage Schedules |

The Apprentice Upload Template is **program and occupation specific** and will contain the selected program information. The Apprentice Upload Template will need to be **downloaded from each program** to ensure Apprentices are associated to the correct program.

Enter Apprentice data in the Apprentice Upload Template

- ⇒ **Note:** ♦ Reference the **Data Dictionary** for acceptable values to enter in the Apprentice Data tab
 ♦ Use the Print function to print the Data Dictionary for easy reference

Date	Apprenticeship ID	First Name	Last Name	Middle Name	Suffix	Social Security Num	Date of Birth	Gender	Employment Status	Street Address	City	State	Zip Code	Telephone	Email	Employer	Hispanic/Latino Ethnic	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander
4/25/2019	1	David	David			302/1154	9/1/1984	M	NE	2001 Central Ave City	MD	21224	287			287	1	0	0	0	0
4/25/2019	2	Tasha	Peters			9/1/1985	9/1/1985	F	NE	7603 Southern F City	VA	67675	293			293	1	0	0	0	0
4/25/2019	3	Christian	John			9/3/1980	9/3/1980	M	NE	7601 Southern A City	VA	67675	7322			7322	1	0	0	0	0
4/25/2019	4	Chris	Nash			9/19/1987	9/19/1987	M	NE	7602 Southern F City	VA	67675	7374			7374	1	0	0	0	0
4/25/2019	5	Johnpaul	Peterson			9/30/1981	9/30/1981	M	NE	7603 Southern F City	VA	67675	7388			7388	1	0	0	0	0

Figure 112: Apprentice Upload - Data Dictionary

Berkeley County Regional Education Service Agency - 2019-NY-64211

Summary Map Apprentices (86) Davis-Bacon Certification User Accounts Program Contact Information Occupation Information Wage Schedules RTI Information

Employers Program History Review Reports Documents **Related Actions**

Berkeley County Regional Education Service Agency - 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 **Berkeley County Regional Education Service Agency**

Apprentice Upload Template
[Generate RAPIDS Apprentice Template](#)

Apprentice Data - Excel Upload *

Apprentice Upload - 2019-NY-64211
XLSX – 39.37 KB

CANCEL **SUBMIT**

Figure 113: Apprentice Upload - Drag & Drop File

System will display Apprentice upload confirmation page and show any error encountered during Apprentice upload. Be sure the click “**Submit**” for final upload. Sponsor will need approval from ATR for all apprentices uploaded.

24. Appendix A: Chrome Browser Settings

Step 1: Click the 3 horizontal lines icon on the right of the address bar

Step 2: Click on **Settings**

Step 3: Scroll to the bottom and click the **Show advanced Settings** link

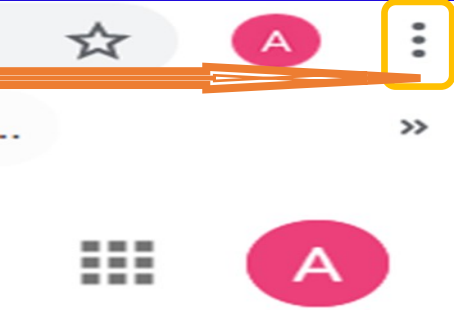
Step 4: Click on **Open proxy settings**

Step 5: Click the **Security** tab

Step 6: Click on **Trusted Sites**

Step 7: Enter the **URL** of your trusted site:
https://dol.appiancloud.com

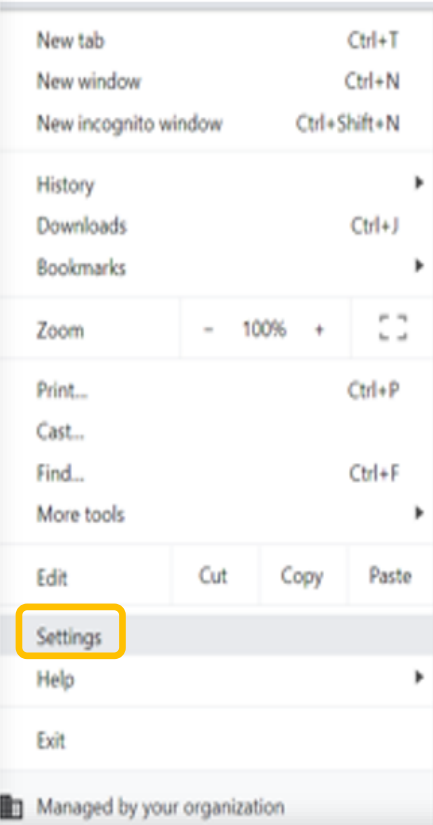
Step 8: Click **Add**



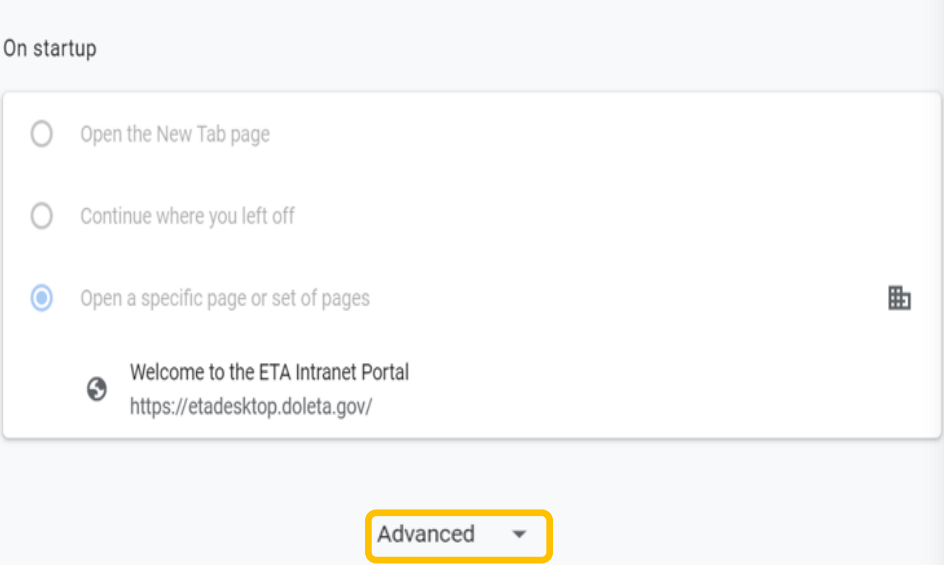
far

Ad-

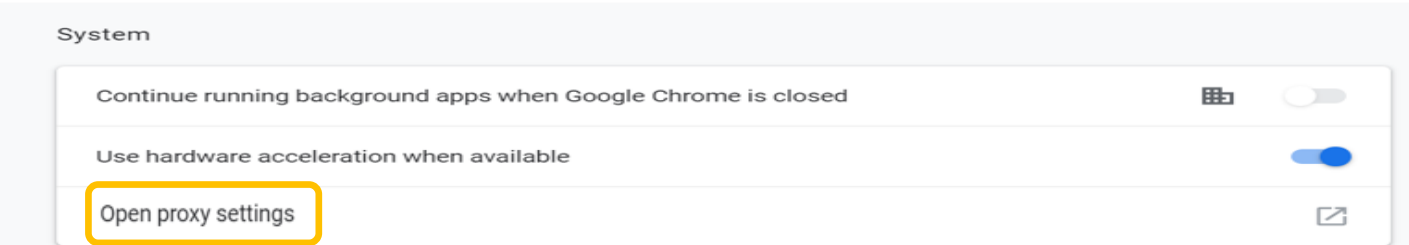
Step 2



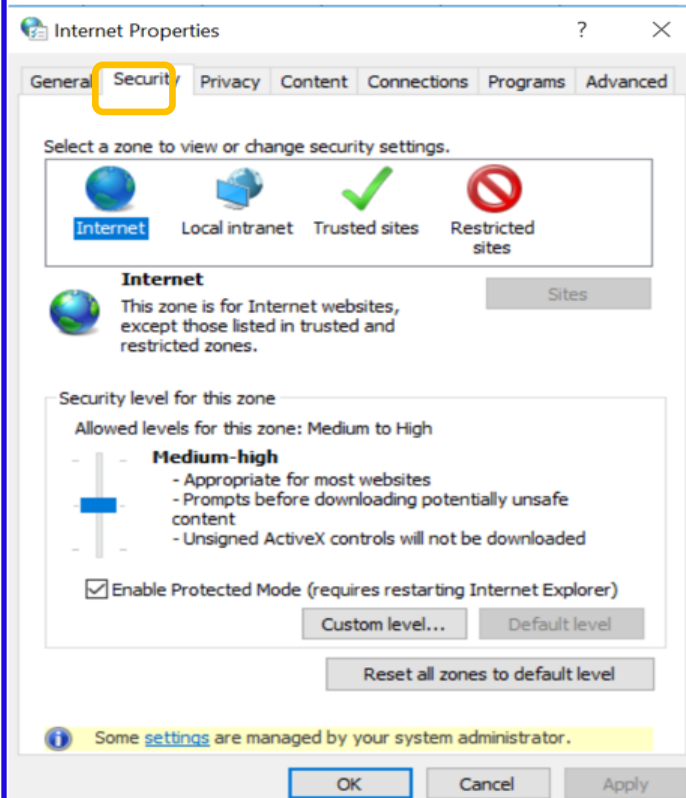
Step 3



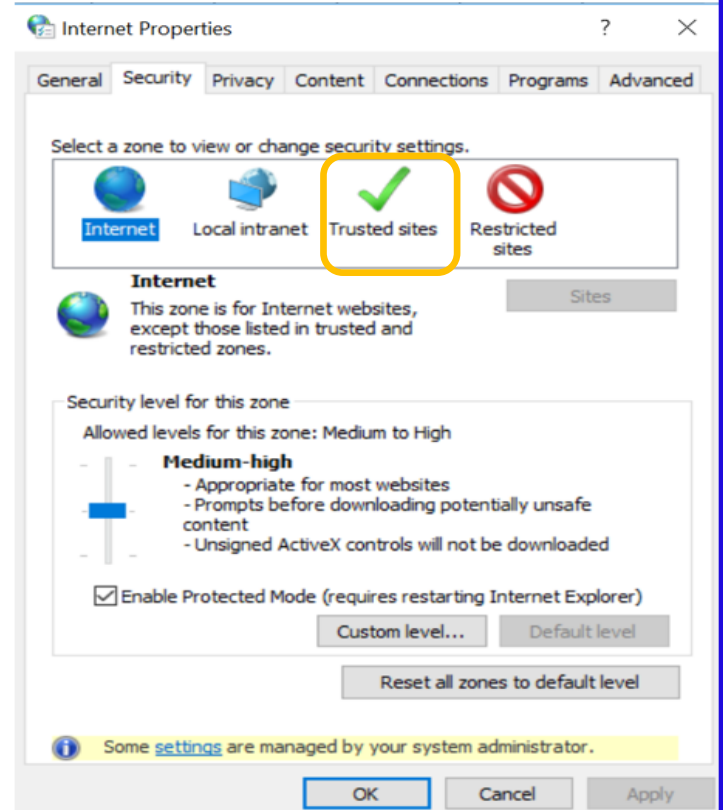
Step 4



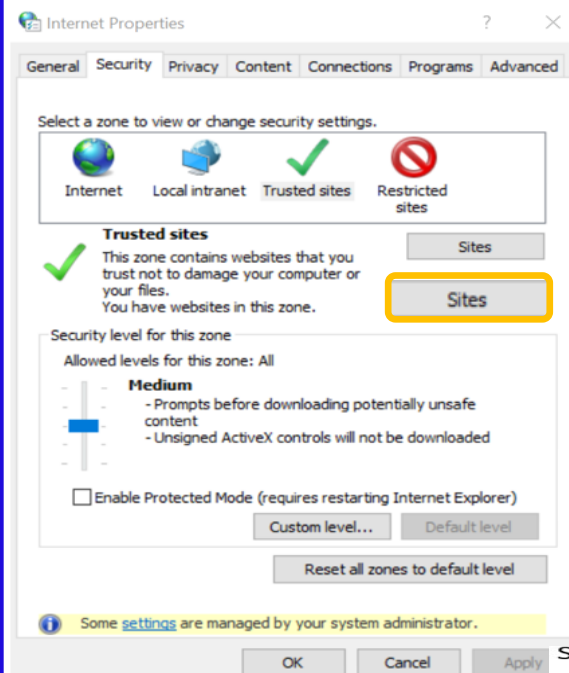
Step 5



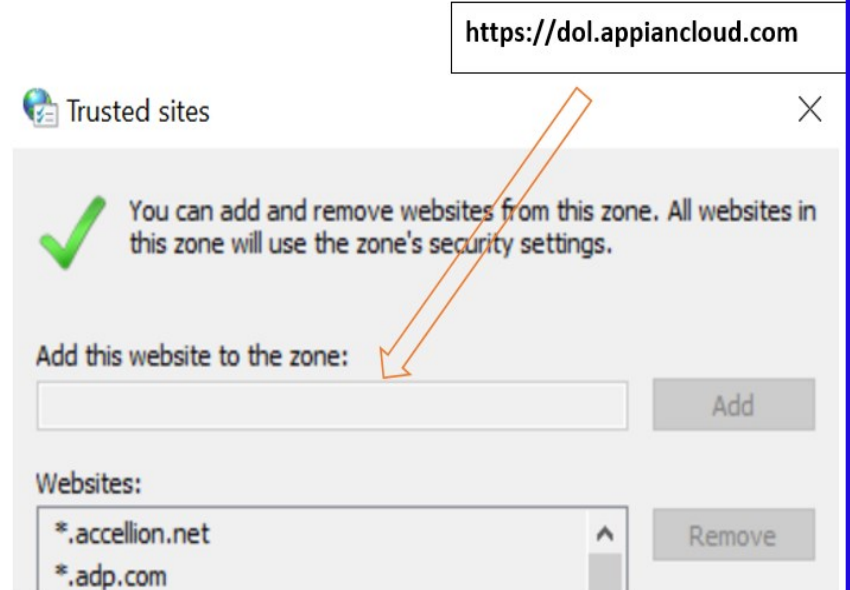
Step 6



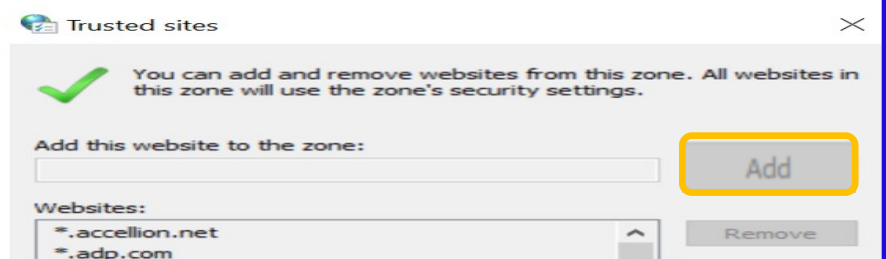
Step 7



Step 8



Step 9



25. Appendix B: Internet Explorer Browser Settings



Apprenticeship

United States Department of Labor

Employment and Training Administration (ETA)

<https://dol.appiancloud.com/suite/sites/eq>

RAPIDS 2.0 Quick Reference Guide—Internet Explorer (IE) Display Settings

Change or reset Internet Explorer settings

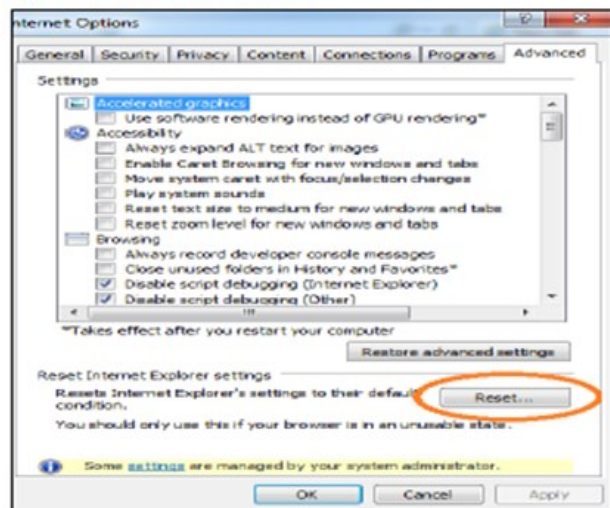
Step 1: Open Internet Explorer (IE)

Step 2: Click on the Tools button

Step 3: Select Internet options

Step 4: Click the Advanced tab and

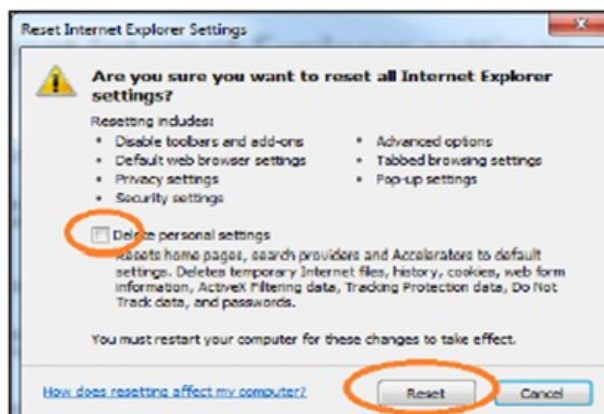
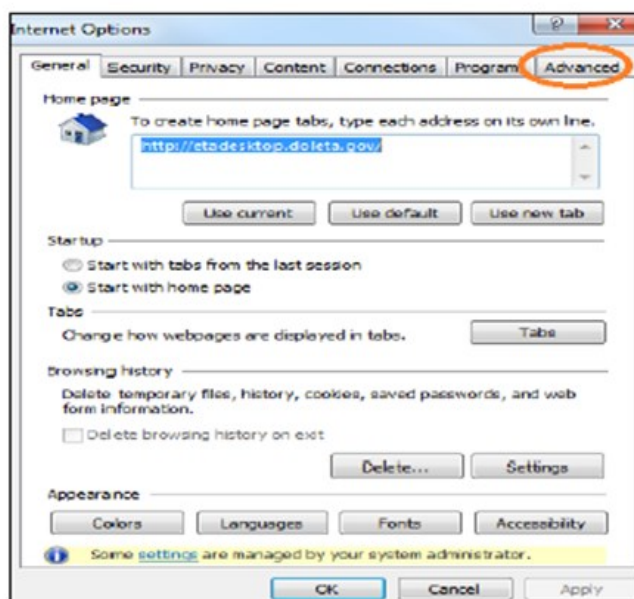
Step 5: Select Reset button



Step 6: Check the Delete personal settings box and click the Reset button

Step 7: When Internet Explorer finishes applying default settings, select Close, and then select OK

Step 8: Restart your PC to apply changes



25. Appendix B: Internet Explorer Browser Settings Continued

Add RAPIDS 2.0 <https://dol.appiancloud.com> to IE Trusted Site

Step 9: Open Internet Explorer (IE)

Step 10: Click on the Tools button



Step 11: Select Internet options

Step 12: Click the Security tab

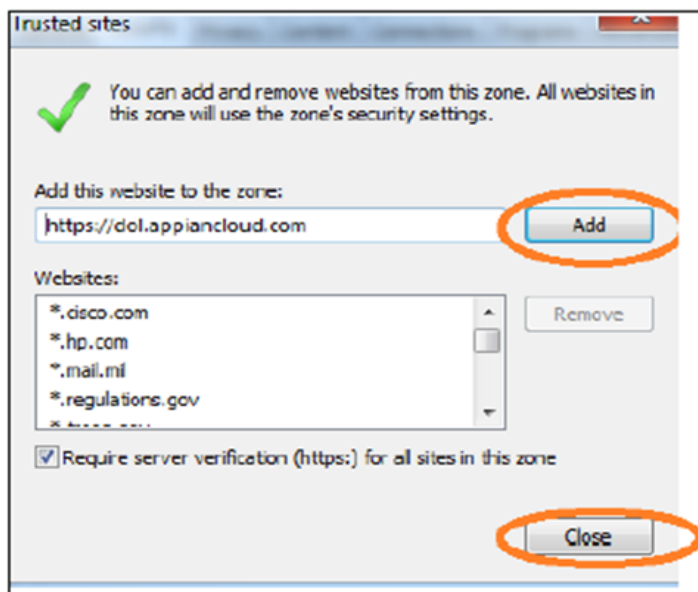
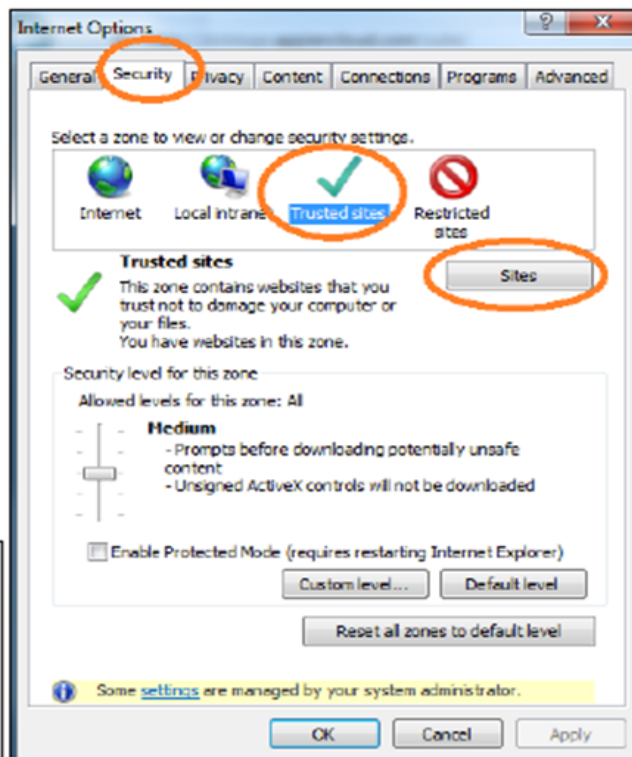


Step 13: In the Select a Web content zone to specify its current security settings box, click Trusted Sites, and then click Sites

Step 14: Enter <https://dol.appiancloud.com/suite/sites/oa> in the Add this website to the zone

Step 15: Click the Add button to add site to Websites list

Step 16: Click the Close button, then click OK



GETTING HELP

To get help for RAPIDS 2.0, send an email to: Apprenticeship.IThelp@dol.gov



26. Appendix C: Glossary Terms

Acronym	Description
OA	Office of Apprenticeship
ATR	Apprenticeship Training Representative
CL	Career Lattice Occupation
BOP	Beginning of Period
EOP	End of Period
NO	National Office
SD	State Director
RD	Regional Director
SAA	State Apprenticeship Agencies
QAA	Quality Assurance Assessment