



RAPIDS 2.0

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# Program Sponsor User Guide

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### Revision History

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

## 1 Introduction

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

## 2 Accessing RAPIDS 2.0

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

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

### 2.1 Your New RAPIDS User Account

New account holders will receive an email from [admin@dol.appiancloud.com](mailto:admin@dol.appiancloud.com) with the subject "Appian for US Department of Labor account creation."

### 2.2 Preferred Browser

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

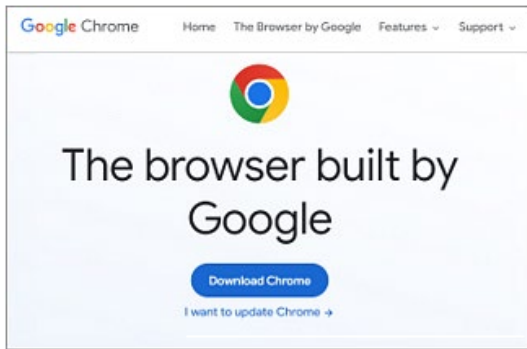


Figure 1 – Internet Explorer Display with Chrome Image

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

### 2.3 Login.gov Account Creation

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



Figure 2 - RAPIDS Site Sign in Page

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

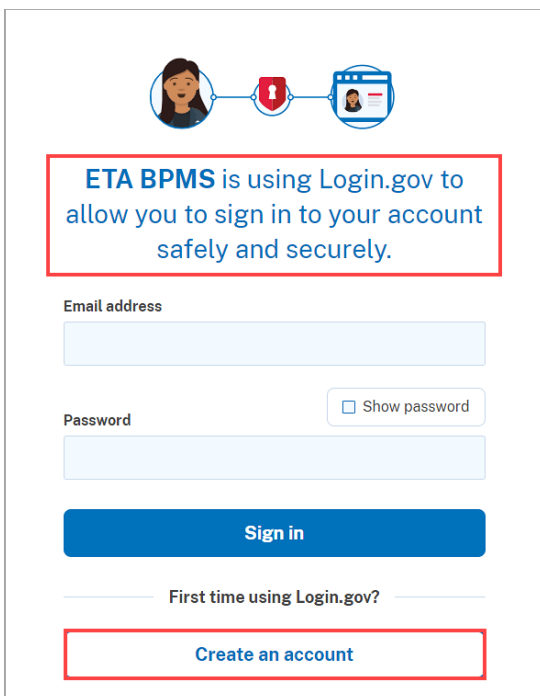


Figure 3 - Login.gov Sign in Window

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

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

**Create your account**

Enter your email address

Select your email language preference

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

English (default)

Español

Français

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

**Submit**

Figure 4 - Login.gov Account Creation

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

You have confirmed your email address

**Create a strong password**

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

Password  Show password

.....

Password strength: Great!

**Continue**

Figure 5 - Login.gov Password Creation

### 2.3.1 Login.gov Authentication Method Setup

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

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

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

**Continue**

**Security Key**  
*Not recommended by RAPIDS.*

**Government Employee ID**  
*Not recommended by RAPIDS.*

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

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

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

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

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

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

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

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

Figure 6 - Login.gov Authentication Method

## 2.4 RAPIDS Sign In

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



Figure 7 - RAPIDS Sign in Page

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

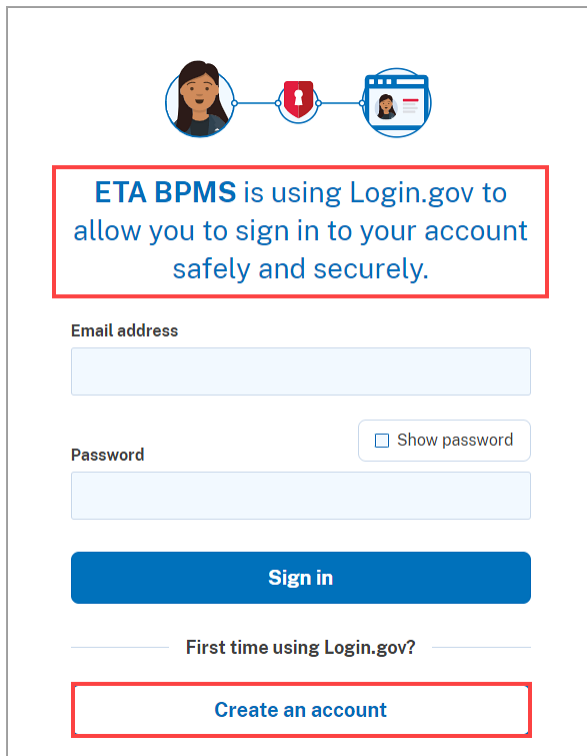


Figure 8 - Login.gov Sign in



### 3 RAPIDS 2.0 Home, Navigation, and Actions Menus

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

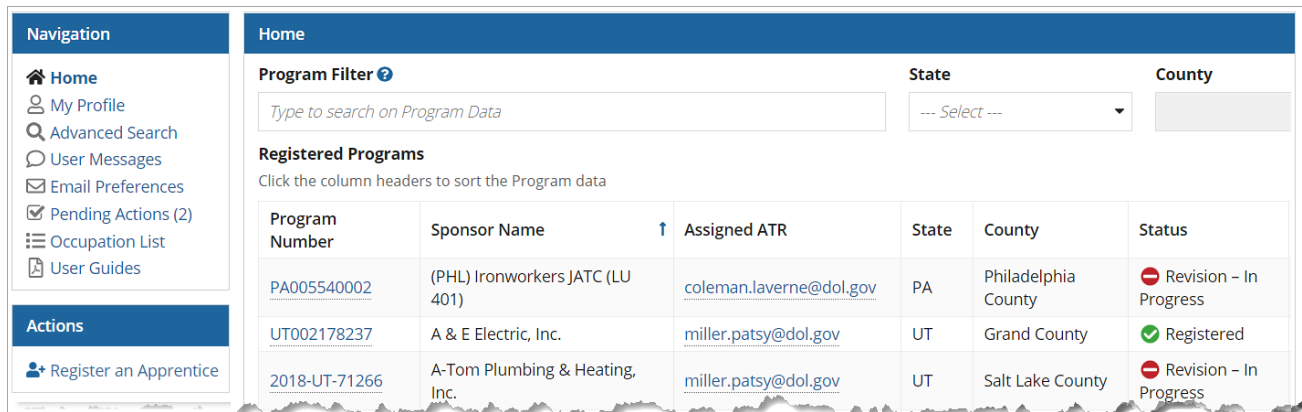


Figure 9 - Home, Navigation and Actions Menu

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

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

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

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

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

[Pending Actions](#) – Sponsor pending actions

[Occupation List](#) – List of Occupations

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

Find the following link on the Actions menu:

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

#### 3.1 My Profile

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

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

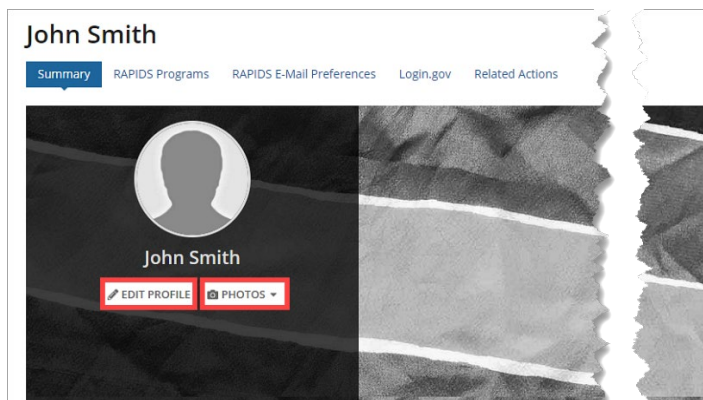


Figure 10 - RAPIDS Profile and Cover Photo

### 3.1.1 Profile & Cover Photo

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

### 3.1.2 RAPIDS Programs

View and edit your RAPIDS programs.

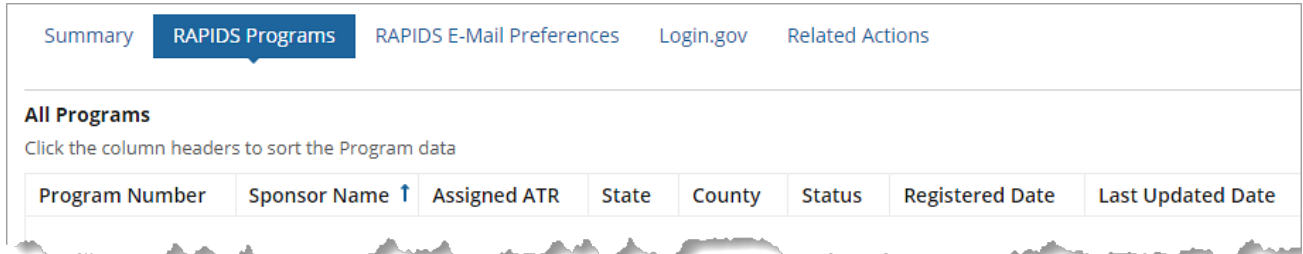


Figure 11 - RAPIDS Programs

### 3.1.3 RAPIDS Email Preferences

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

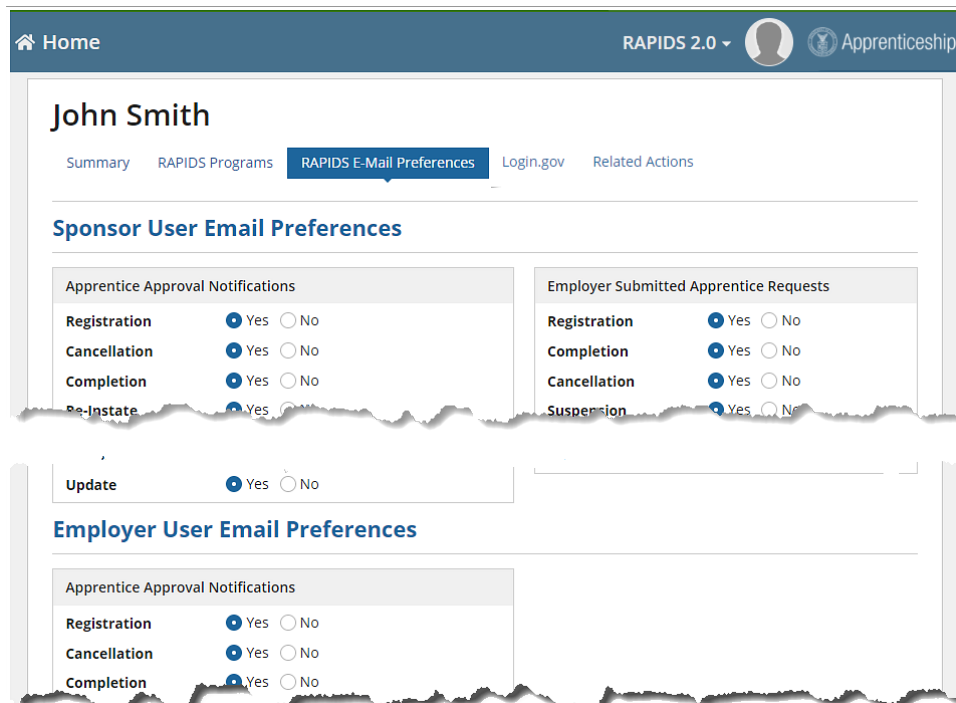


Figure 12 - RAPIDS Email Preferences

### 3.2 Related Actions

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

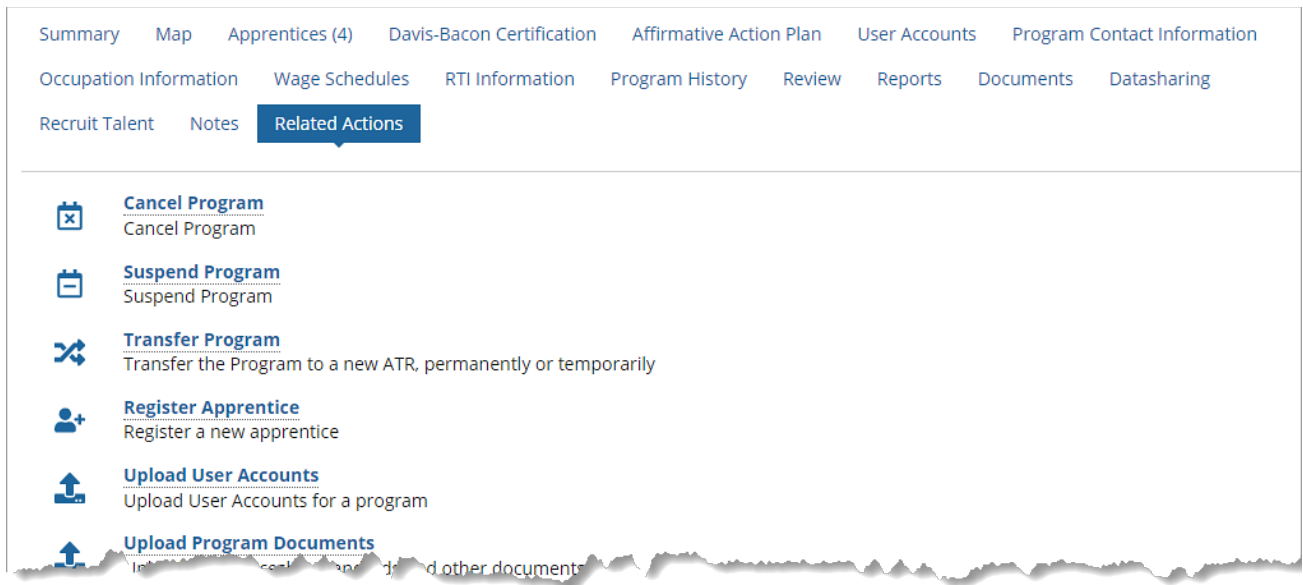


Figure 13 - Related Actions

### 3.3 Advanced Search

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

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

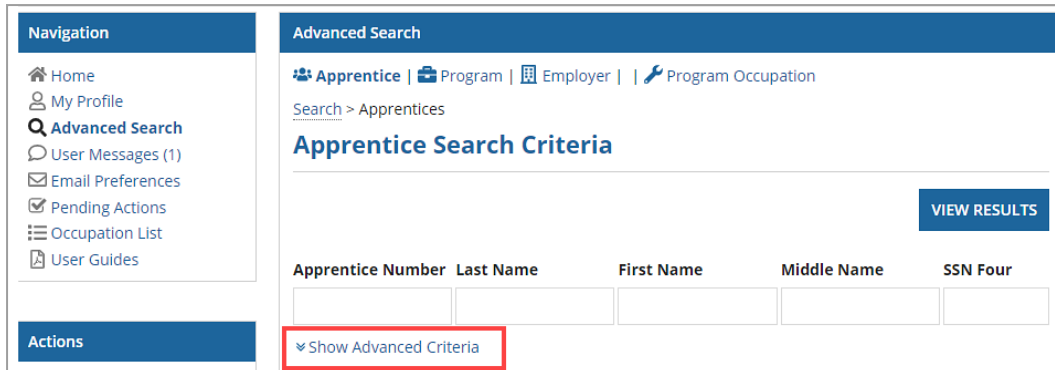


Figure 14 - Apprentice Search Criteria

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

#### 3.3.1 CSV Download and Choose Data Elements

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

### 3.3.1.1 Generate Document

1. Select “Generate Document.”

The screenshot shows the 'Advanced Search' interface for 'Apprentices'. It displays 2203 results. A red box highlights the 'GENERATE DOCUMENT' button. Below the search results, there is a table with columns: Apprentice Number, Name, Program State, Program County, Program Number, Sponsor, Assigned ATR, and Occupation. The first row shows: NJ2018001984, Abxxxx, NJ, Morris County, NJ003690005, IBEW Local, mouse.adam.k@dol.gov, and ELECTRICIAN (Alternate Title: Interior Electrician).

Apprentice Number	Name	Program State	Program County	Program Number	Sponsor	Assigned ATR	Occupation
NJ2018001984	Abxxxx	NJ	Morris County	NJ003690005	IBEW Local	mouse.adam.k@dol.gov	ELECTRICIAN (Alternate Title: Interior Electrician)

Figure 15 - RAPIDS Advanced Search – Generate Document

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

**Warning**  
RAPIDS is a federal database owned by the Department of Labor. Search results are for internal purposes only and limited to data that the sponsor is authorized to access. All search results containing PII must be removed (redacted) before providing the data extract to an external user. There are no exceptions, this includes Freedom of Information Act (FOIA) requests, unless the sponsor receives written permission from the Department of Labor. It is the responsibility of the sponsor to protect data to which they have access. Users must adhere to the rules of behavior defined in applicable Systems Security Plans, DOL and agency guidance.

EXIT I AGREE

Figure 16 - I Agree Warning Window

3. Select “View CSV Download.”

The screenshot shows the 'Advanced Search' interface for 'Apprentices'. It displays 14 results. A red box highlights the 'View CSV Download' button. Below the search results, there is a table with columns: Apprentice Number, Name, Program State, Program County, Program Number, Sponsor, Assigned ATR, and Occupation.

Figure 17 - RAPIDS Advanced Search – View CSV Download

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

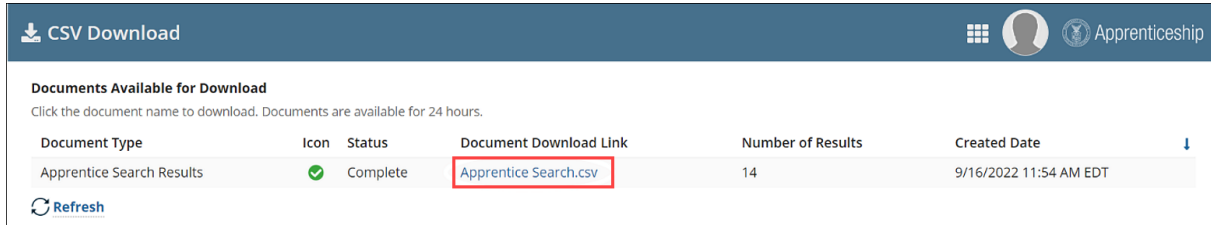


Figure 18 - RAPIDS Advanced Search – Document Download

3.3.1.2 Choose Data Elements

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

1. Select “Choose Data Elements.”

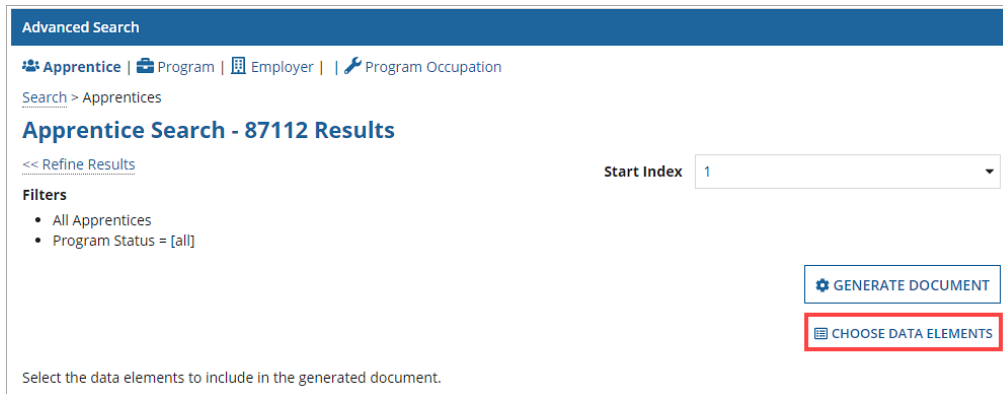


Figure 19 - RAPIDS Advanced Search – Choose Data Elements

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

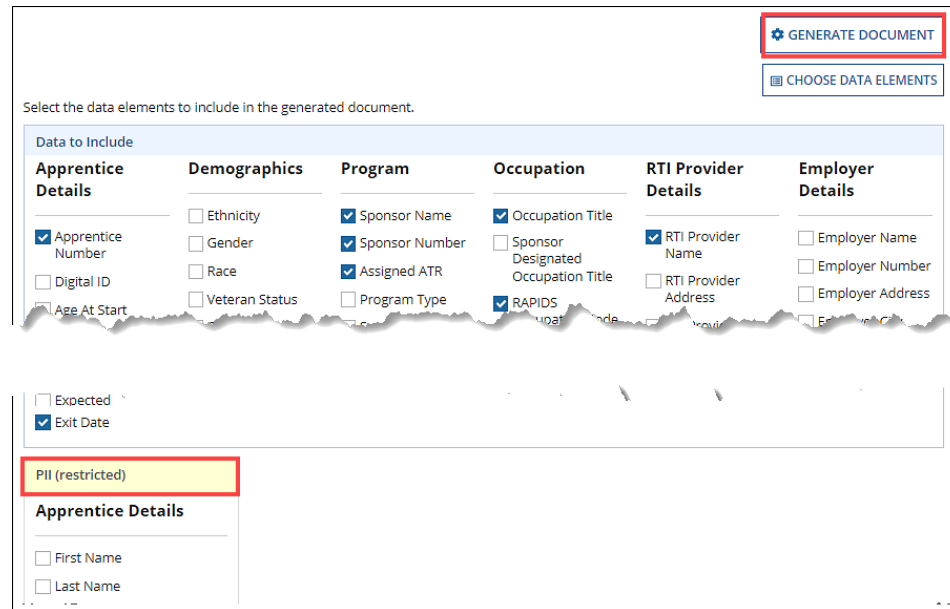


Figure 20 - RAPIDS Advanced Search – PII Restricted – Generate Document

### 3.4 User Messages

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

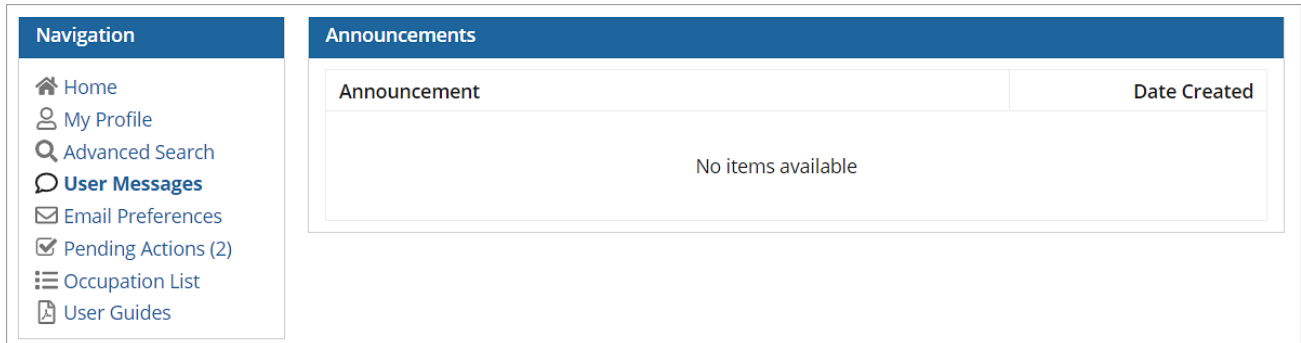


Figure 21 - User Messages

### 3.5 Pending Actions

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

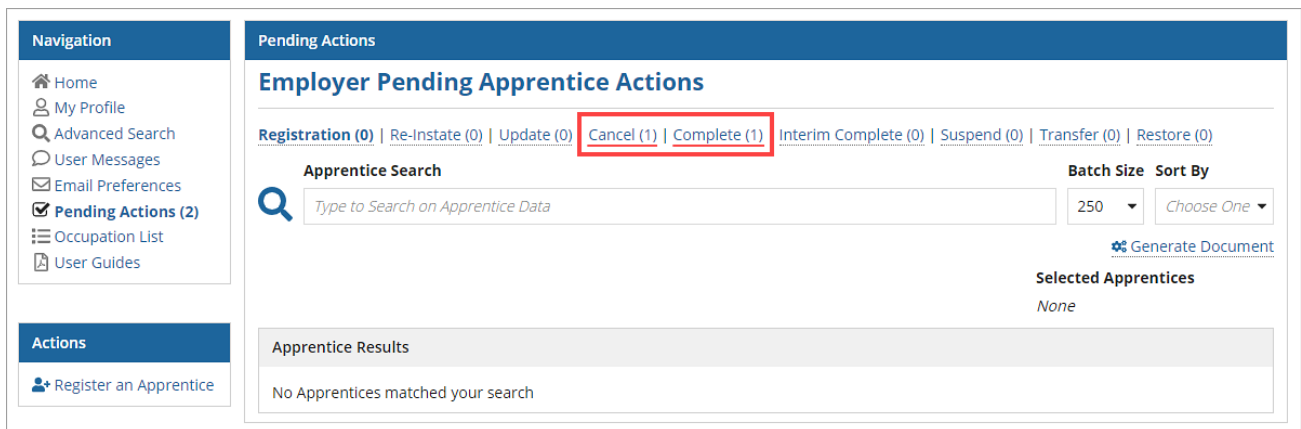


Figure 22 - RAPIDS Pending Actions

### 3.6 Occupation List

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

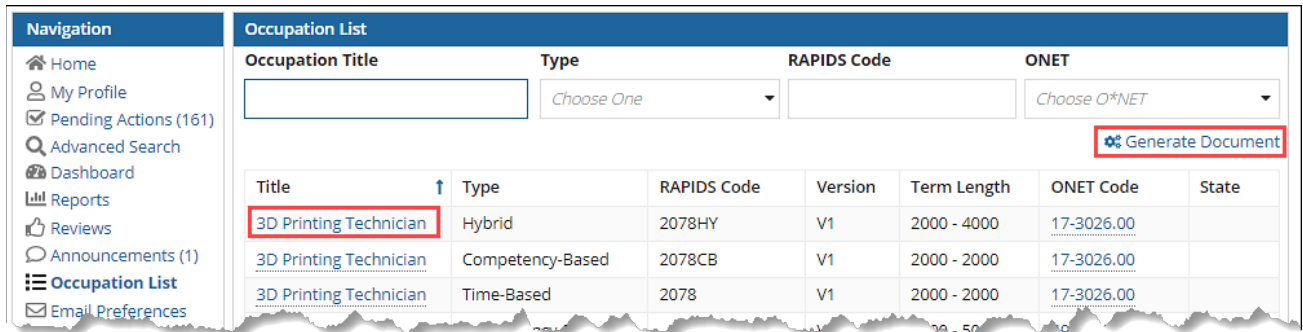


Figure 23 - RAPIDS Occupation List

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

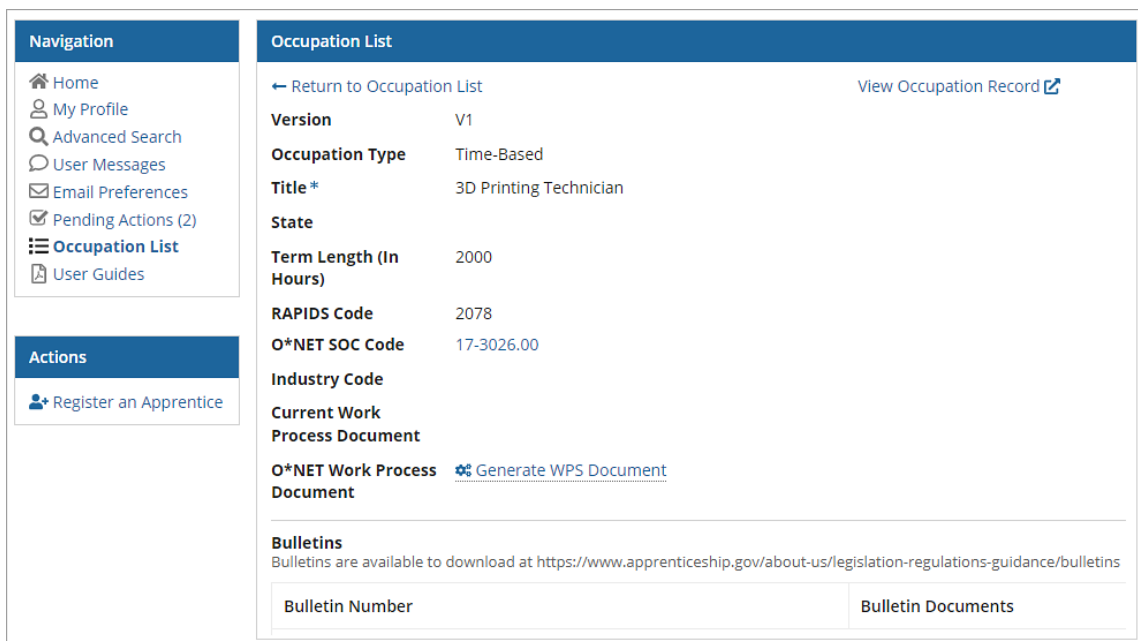


Figure 24 - RAPIDS Occupation List Details

### 3.7 User Guides

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

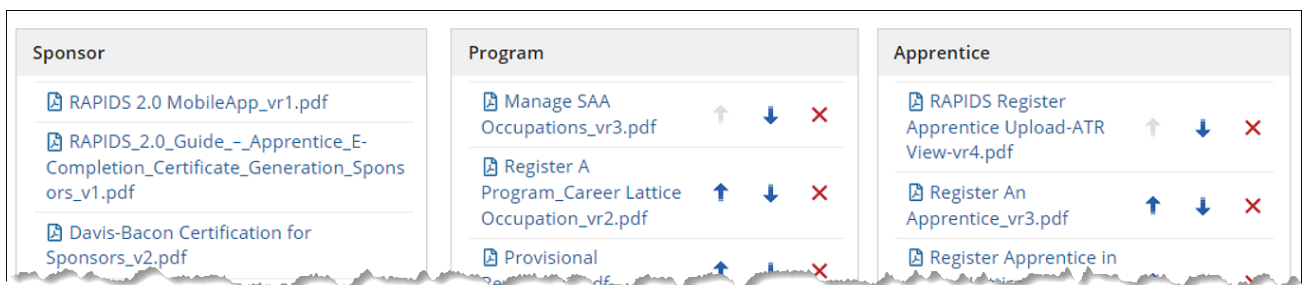


Figure 25 - RAPIDS 2.0 User Guides

## 4 Program Actions

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

Table 1 - Program Level Actions

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



## 4.1 Program Information and Updating Programs

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

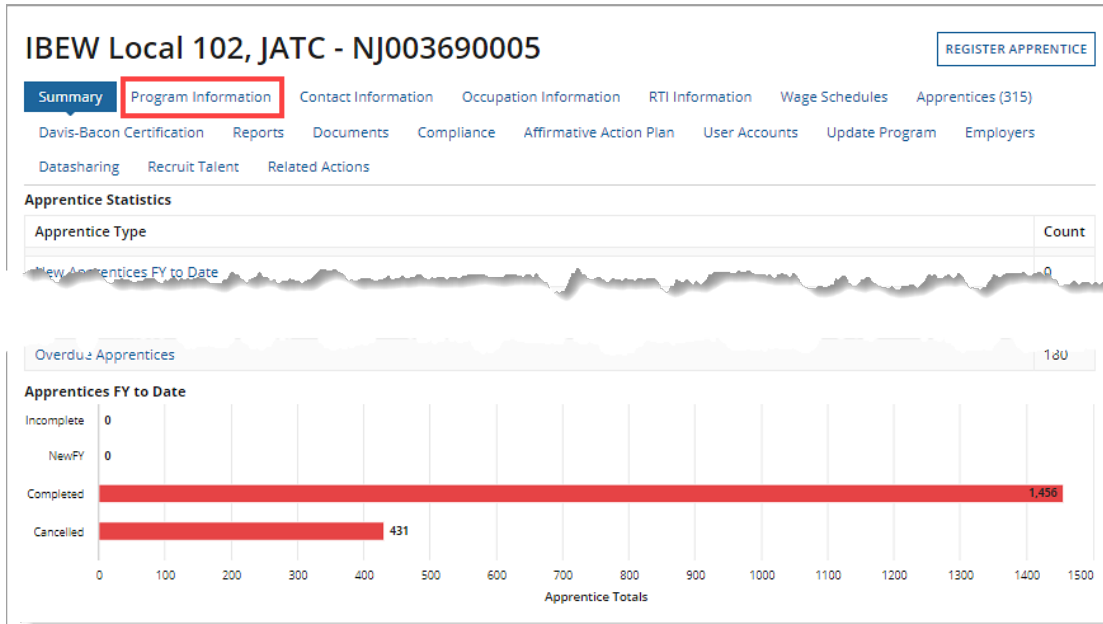


Figure 26 - RAPIDS Program Information

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

The screenshot shows the 'Update Program' tab for 'IBEW Local 102, JATC - NJ003690005'. The 'Update Program' tab is highlighted. Below the navigation tabs, there is a form for 'Program Sponsor's Identifying Information' and a section for 'Current Status Information'.

**Program Sponsor's Identifying Information**

EIN:

Sponsor Name\*: IBEW Local 102, JATC

Sponsor Address\*: 50 Parsippany Road

City\*: Parsippany State\*: New Jersey Zip\*: 07054 County\*: Morris County

Program Number: NJ003690005

Doing Business As (DBA): If Applicable

**Current Status Information**

Status: Registered

Status Last Updated: Nov 3, 2022

Status Last Updated By: Wally West

SAVE & REQUEST PROGRAM UPDATE

Figure 27 - RAPIDS Update Program Information

## 4.2 Program Contact Information

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

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

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

[Summary](#) [Program Information](#) **[Contact Information](#)** [Occupation Information](#) [RTI Information](#) [Wage Schedules](#) [Apprentices \(2\)](#) [Davis-Bacon Certification](#)

[Reports](#) [Documents](#) [User Accounts](#) [Update Program](#) [Datasharing](#) [Recruit Talent](#) [Related Actions](#)

---

#### Program Contact Information

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

Name	Phone	Address	Program Contact Type	User Account	Action
<a href="#">Jox Ahxxxxx</a> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> joeahlstrom@appteon.com	Phone: (111) 111-1111 Ext:	123 Fake St Riverton, Utah 84065	Sponsor <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">4</span>	+ Create Account	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>
<a href="#">Stephanie Schmitt</a> Stephanie@gmail.com	Phone: (444) 444-4444 Ext:	1108 NATALYNS TRCE LEBANON, District Of Columbia 62254	Complaint	+ Create Account	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">X</span>

[Add Program Contacts](#) 2

Figure 28 - RAPIDS Program Contact Information

## 4.3 Program Occupation Information

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

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

### BARNES AEROSPACE - LANSING DIVISION - MI007060006

ADD PROGRAM OCCUPATION A

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

[Reports](#) [Documents](#) [User Accounts](#) [Update Program](#) [Datasharing](#) [Recruit Talent](#) [Related Actions](#)

---

#### Occupation Information

**Occupation Type**  
 Active  Inactive  All

Occupation	Status	Actions
<a href="#">NONDESTRUCTIVE TESTING (NDT) (Existing Title: Non-Destructive Tester) (1010HY) V1 Hybrid</a> Active 0 Pending 0 Cancelled 0 Completed 0 Term Length 2000 Hours Probation 500.00 Hours Journeyworker Count 5.00 Average Journeyworker Wage	Registration Pending Approval	<span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">B</span> →  →  →  → <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">X</span> →  → <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">F</span> ↓ <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">C</span> ↓ <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">D</span> ↓ <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px;">E</span>

Figure 29 - RAPIDS Program Occupation Information

## 4.4 ...Program RTI Providers

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

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

The screenshot shows the RAPIDS 2.0 interface for program **KLIMAN-TEST/COMPANY - IL004050003**. The top navigation bar includes "HOME", "STANDARDS BUILDER", "RAPIDS 2.0", and "Apprenticeship". The main content area has a navigation menu with "RTI Information" selected. A red box highlights the "ADD NEW RTI PROVIDER" button in the top right corner. Below the navigation menu, there is a section titled "Related Training/Information Providers". A dropdown menu for "RTI Provider Status" is open, showing options: Active, Inactive, Occupation Disabled, Pending, and View All. A red box highlights the "Active" option. To the right of the dropdown are "UPDATE" and "DISABLE" buttons. Below the dropdown is a table of providers with columns: "Method Type", "Length of Instruction", and "Provider Type".

	Method Type	Length of Instruction	Provider Type
<input type="checkbox"/> AMERICAN CULINARY FEDERATION INC (ACF)	Sous Chef	Kivi Hermans	Correspondence/Shop
<input type="checkbox"/> American Culinary Federation, Inc. Florida	Chef	Kivi Hermans	Web-Based Learning
<input type="checkbox"/> ROCK VALLEY COLLEGE	MOLD MAKER, DIE-CAST & PLASTIC	Ronda Kliman	Classroom
<input type="checkbox"/> the ABBEVILLE HIGH SCHOOL	CUTTER, MACHINE 1	Natalie Fox	Classroom
<input type="checkbox"/> TRIDENT TECHNICAL COLLEGE/SPONSOR	TRUCK DRIVER, HEAVY	Mitchell Harp	Classroom

Figure 30 - RAPIDS Program RTI Information

Complete the form and save the RTI Provider information.

The screenshot shows the "Occupation Selection" form. It includes the following fields and options:

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

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

Figure 31 - RAPIDS Program – Add RTI Provide

## 4.5 Program Wage Schedules

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

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

**Cameron Tool Corporation - MI007780018**

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

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

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

Figure 32 - Program Wage Schedule

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

C. Complete the required fields.

D. Click “Edit Wage Schedule.”

**Occupation Selection**

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

**Wage Schedule Information - - Time-Based**

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

Description:   
Enter details such as the location

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

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

+ Add Additional Wage Level

CANCEL **D** SAVE WAGE SCHEDULE

Figure 33 - Occupation Selection

### 4.5.1 Bulk Update Request for Wage Schedules

A. Select “Update Wage Schedule.”

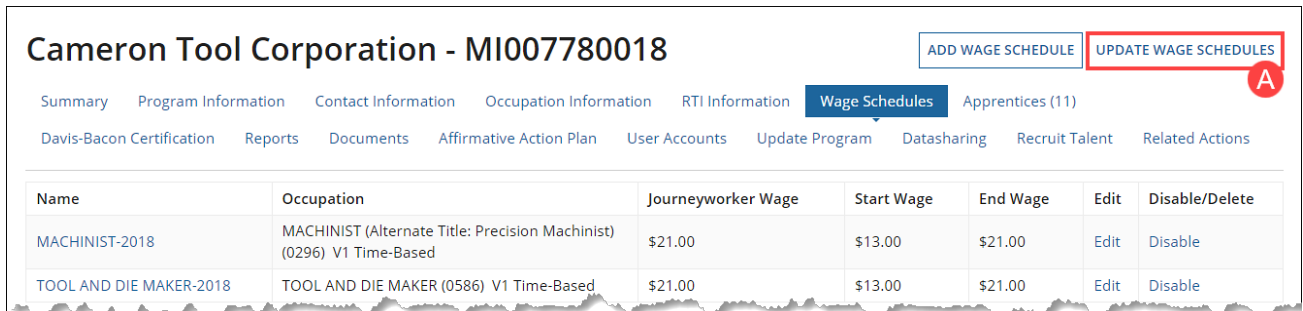


Figure 34 - Update Wage Schedule

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

C. Click “Next.”

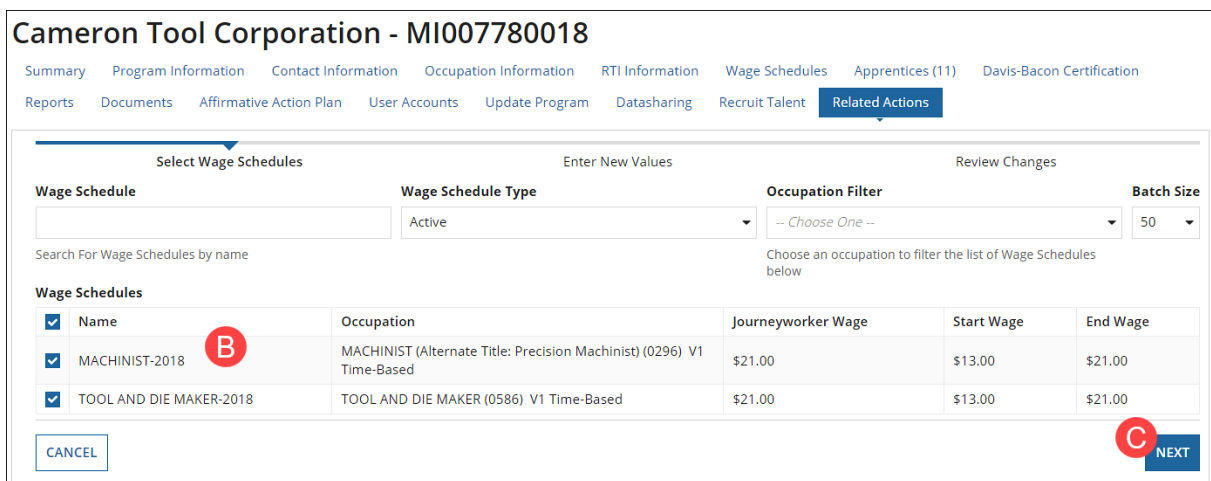


Figure 35 - Related Actions Tab

D. Complete optional entries.

E. Select Units for Wages from drop-down.

F. Click “Review Bulk Update Request.”

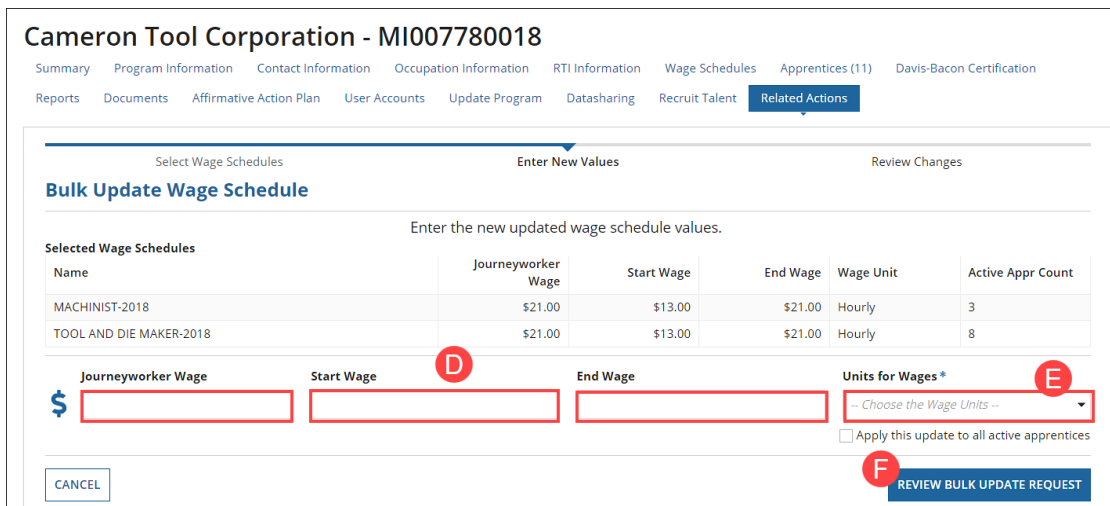


Figure 36 - Bulk Update Wage Request

G. Click "Submit Bulk Update Request."

### Cameron Tool Corporation - MI007780018

Summary
Program Information
Contact Information
Occupation Information
RTI Information
Wage Schedules
Apprentices (11)
Davis-Bacon Certification

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

---

Select Wage Schedules
Enter New Values

Review Changes

Review the updated wage schedules below.

#### Wage Schedule - MACHINIST-2018

*Current Wage Schedule*

**Journeyworker Wage**  
\$21.00

**Start Wage**  
\$13.00

**End Wage**  
\$21.00

**Levels**

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

*Updated Wage Schedule*

**Journeyworker Wage**  
\$21.00

**Start Wage**  
\$13.00

**End Wage**  
\$21.00

**Levels**

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

#### Wage Schedule - TOOL AND DIE MAKER-2018

*Current Wage Schedule*

**Journeyworker Wage**  
\$21.00

**Start Wage**  
\$13.00

**End Wage**  
\$21.00

**Levels**

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

*Updated Wage Schedule*

**Journeyworker Wage**  
\$21.00

**Start Wage**  
\$13.00

**End Wage**  
\$21.00

**Levels**

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

CANCEL
BACK

G
SUBMIT BULK UPDATE REQUEST

Figure 37 - Submit Bulk Update Request

## 4.6 Program Apprentices

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

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

**IBEW Local 102, JATC - NJ003690005**

REGISTER APPRENTICE APPRENTICE EXCEL UPLOAD

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

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

Search: Type to search on Apprentice Data

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

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

GENERATE DOCUMENT CHOOSE DATA ELEMENTS

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

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

Figure 38 - RAPIDS Program Apprentices

## 4.7 Davis-Bacon Certification

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

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

**AMERICAN AUTOMATIC SPRINKLER - 2016-TX-281**

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

Reports Documents User Accounts Update Program Datasharing Recruit Talent Related Actions

### Davis Bacon Certification

#### Certification Documents

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

Document	Apprentices	Recipient Name	Recipient Address	Requested Date	Expiration Date	Renew
<a href="#">View Document</a>	<a href="#">View Apprentices</a>	Moe's Bar	123 Main St. Springfield, Illinois 11111	11/10/2022	2/8/2023	<a href="#">Renew</a>
<a href="#">View Document</a>	<a href="#">View Apprentices</a>	Mr. Burns	123 Nuclear Way Springfield, Illinois 11111	11/10/2022	2/8/2023	<a href="#">Renew</a>

Figure 39 - Individual Davis-Bacon Certification

### 4.7.1 Individual Davis – Bacon Certification

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

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

HOME STANDARDS BUILDER RAPIDS 2.0 Apprenticeship

**KLIMAN-TEST/COMPANY - IL004050003**

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

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

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

HOME STANDARDS BUILDER RAPIDS 2.0 Apprenticeship

**IL2022006040 - Kliman, Suze Test**

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

Figure 41 - Request Individual Davis-Bacon Certification Apprentice View

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



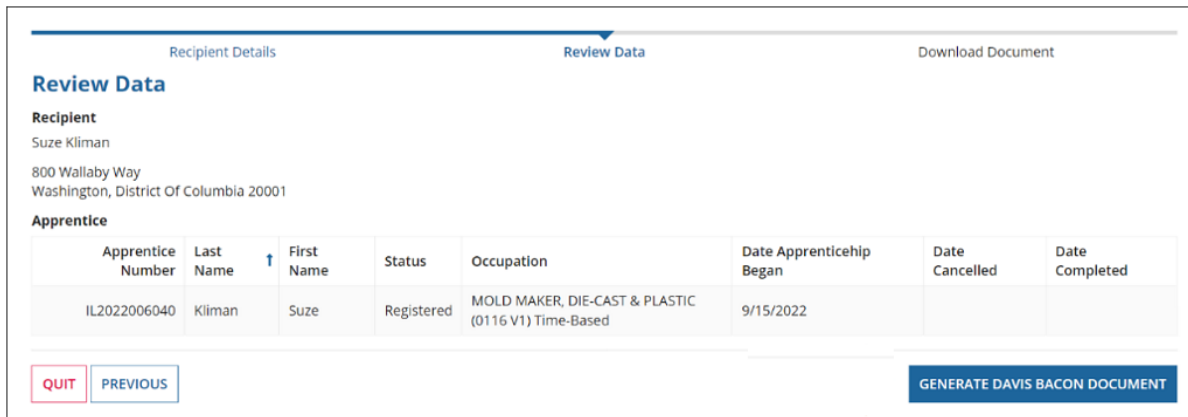


Figure 42 - Individual Davis-Bacon Certification Review

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



Figure 43 - Individual Davis-Bacon Certification Download

#### 4.7.2 Bulk Davis-Bacon Certification

It can be accessed through the Program Sponsor view.

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

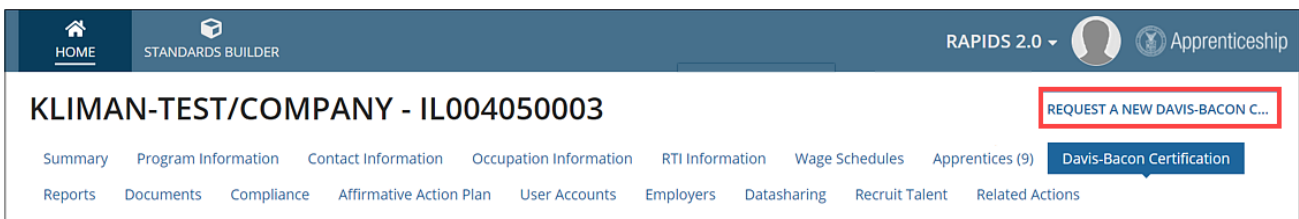


Figure 44 - Request Bulk Davis-Bacon Certification Program Sponsor View

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

### Request a New Davis-Bacon Certification

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

**Select Apprentices**

Search:

Apprentice Type: Active | Batch Size: 50

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

Selected Davis Bacon Apprentices

Apprentice Number	Status	Name
No items available		

Remove All Selected Apprentices

Figure 45 - Bulk Davis-Bacon Certification – Apprentice

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

### Request a New Davis-Bacon Certification

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

**Review Data**

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

Apprentice

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

Figure 46 - Bulk Davis-Bacon Certification – Review

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

### Request a New Davis-Bacon Certification

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

**Download Document**

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

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

Suze Kliman  
800 Wallaby Way  
Washington , DC 20001

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

Figure 47 - Individual Davis-Bacon Certification Download

## 4.8 Reports

Go to the Program Reports and select a Report Type.



Figure 48 - RAPIDS Reports

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

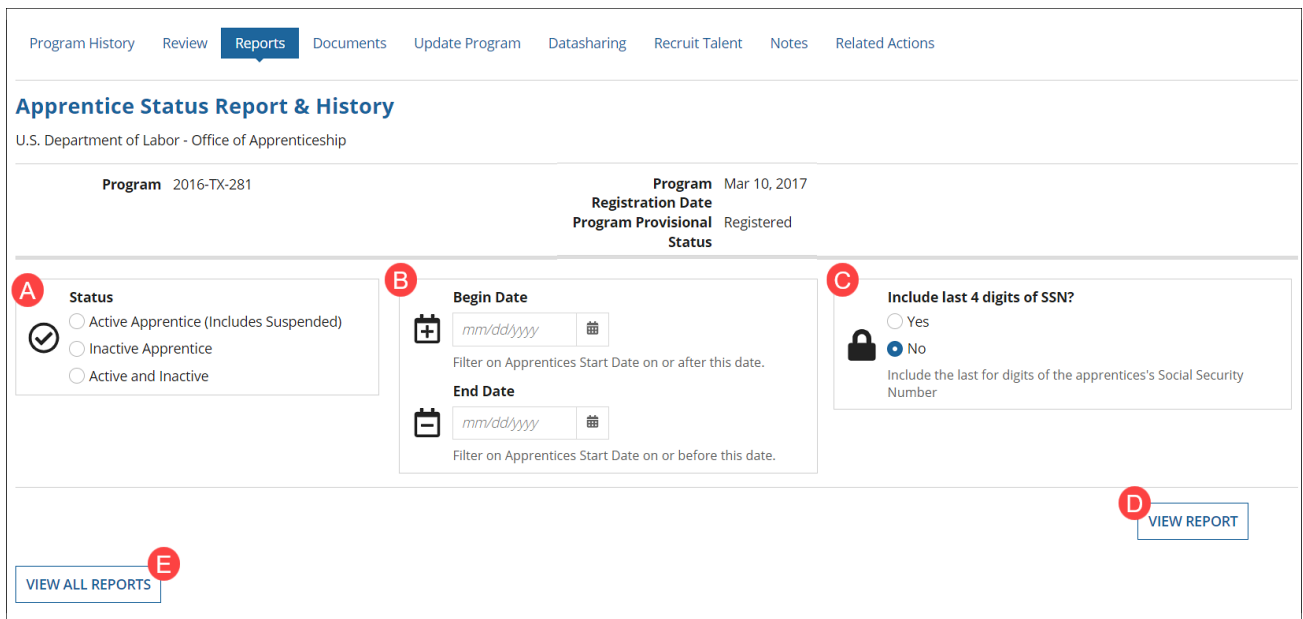


Figure 49 - Apprentice Status Report & History

## 4.9 Documents

Program uploaded documents are located under the Documents tab.

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

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

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

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

Figure 50 - Upload Program Documents

## 4.10 Affirmative Action Plan

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

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

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

Figure 51 - Affirmative Action Plan

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

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

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

## 4.11 User Accounts

### 4.11.1 Add New User Account

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

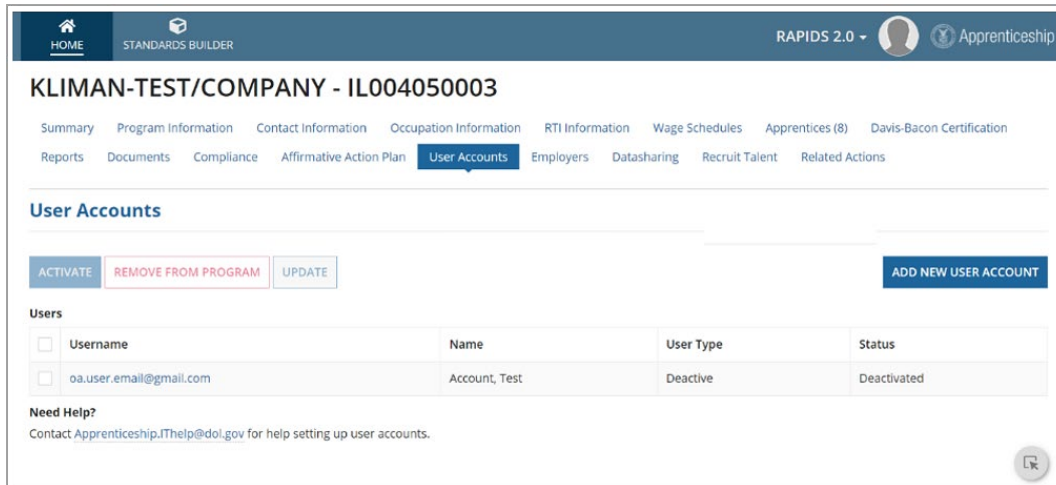


Figure 52 - Program User

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

### 4.11.2 Update User Account

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

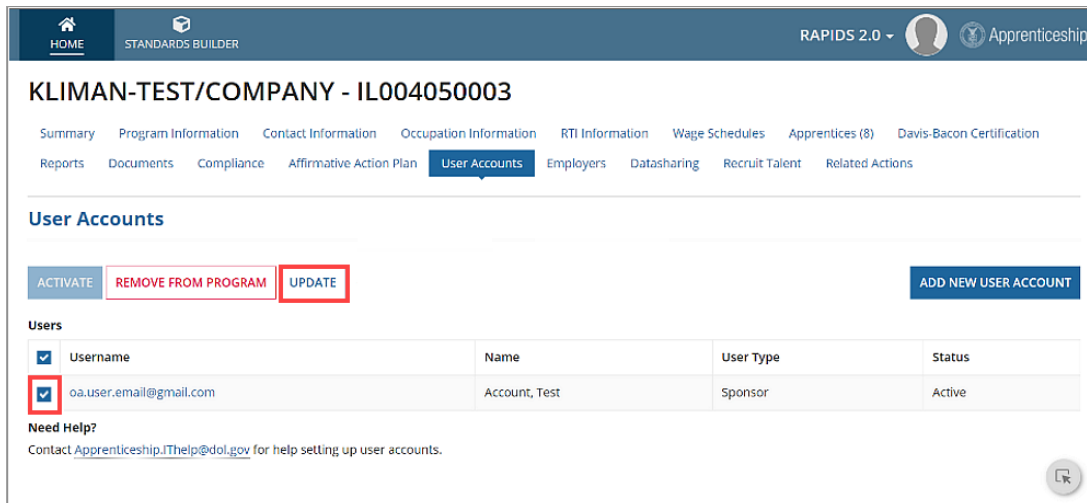


Figure 53 - Update User Account

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

## 4.12 Program Employers

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

### 4.12.1 Add Employer

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

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

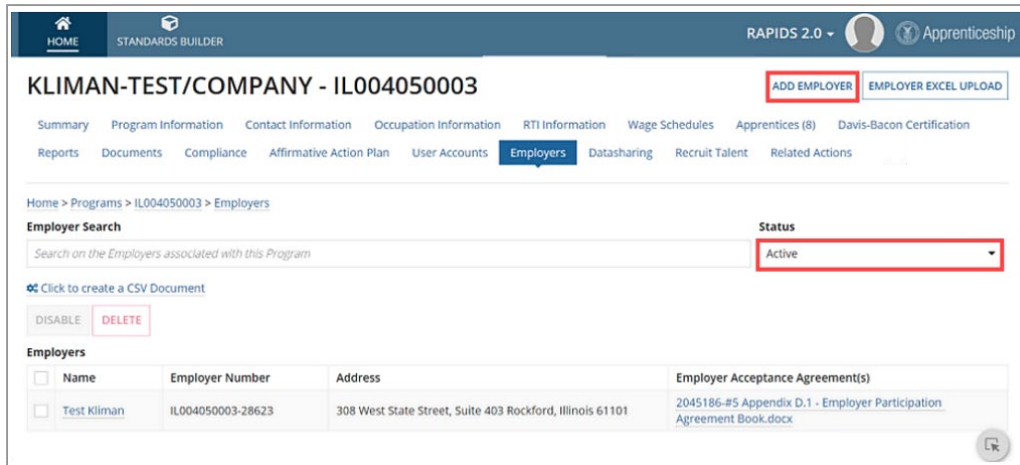


Figure 54 - Add Employer

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

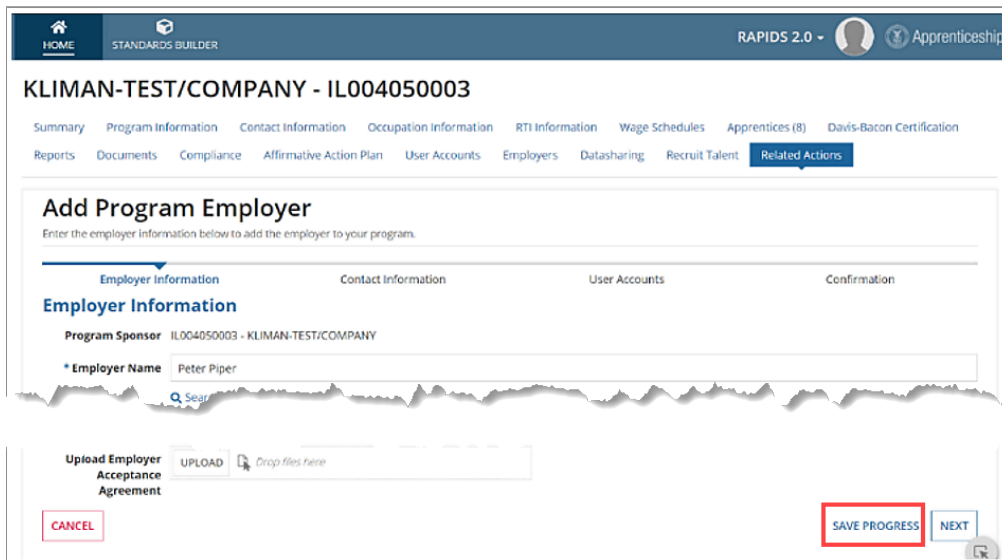


Figure 55 - New Employer Information



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

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

KLIMAN-TEST/COMPANY - IL004050003

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (8) Davis-Bacon Certification

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

### Add Program Employer

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

Employer Information Contact Information User Accounts Confirmation

**Contact**

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

\* First Name Peter \* Last Name Piper

Same as Employer's Address

\* Address 4141

\* City Sandy Oaks \* State DC-National Office

\* Zip 20001

\* Email peterpiper@gmail.com

Telephone (123) 456-7890 Extension

CANCEL PREVIOUS SAVE PROGRESS NEXT

Figure 56 - New Employer Contact Information

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

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

KLIMAN-TEST/COMPANY - IL004050003

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (8) Davis-Bacon Certification

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

### 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

User Accounts

Select from the employer contacts below to add a user account

Name	Email
<input checked="" type="checkbox"/> Peter Piper	peterpiper@gmail.com

1 User Account will be created

CANCEL PREVIOUS SAVE PROGRESS NEXT

Figure 57 - New Employer User Accounts



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

#### 4.12.2 Occupation Selection

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

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

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

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

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

### Occupation Selection

Occupation Selection RTI Providers Wage Schedules Confirmation

**Program Occupations\***

Select an Occupation

Select an Occupation

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

GENERAL INSURANCE ASSOCIATE (2040HYV1) Hybrid 3000 Hours

Figure 58 - Occupation Selection

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

**Program Sponsor** IL004050003  
KLIMAN-TEST/COMPANY

**Employer** IL004050003-28623  
Test Kliman

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

Occupation Selection RTI Providers Wage Schedules Confirmation

**RTI Provider Selection\***

TRIDENT TECHNICAL COLLEGE/SPONSOR

CANCEL PREVIOUS NEXT

Figure 59 - RTI Provider Selection

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

**Program Sponsor** IL004050003  
KLIMAN-TEST/COMPANY

**Employer** IL004050003-28623  
Test Kliman

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

Occupation Selection RTI Providers Wage Schedules Confirmation

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

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

Add New Wage Schedule

1 Wage Schedule Selected

CANCEL PREVIOUS NEXT

Figure 60 - Wage Schedule Selection

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

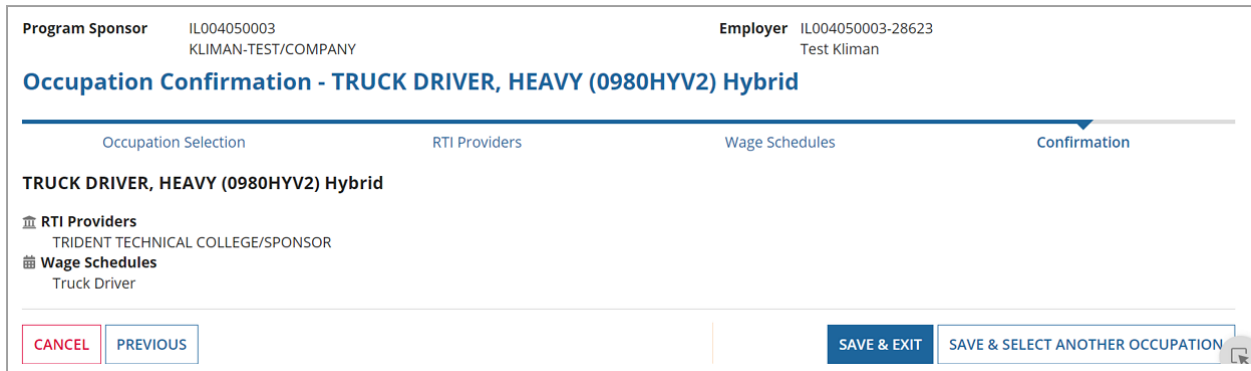


Figure 61 - Review Occupation Selection

#### 4.12.3 Employer Excel Upload

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

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

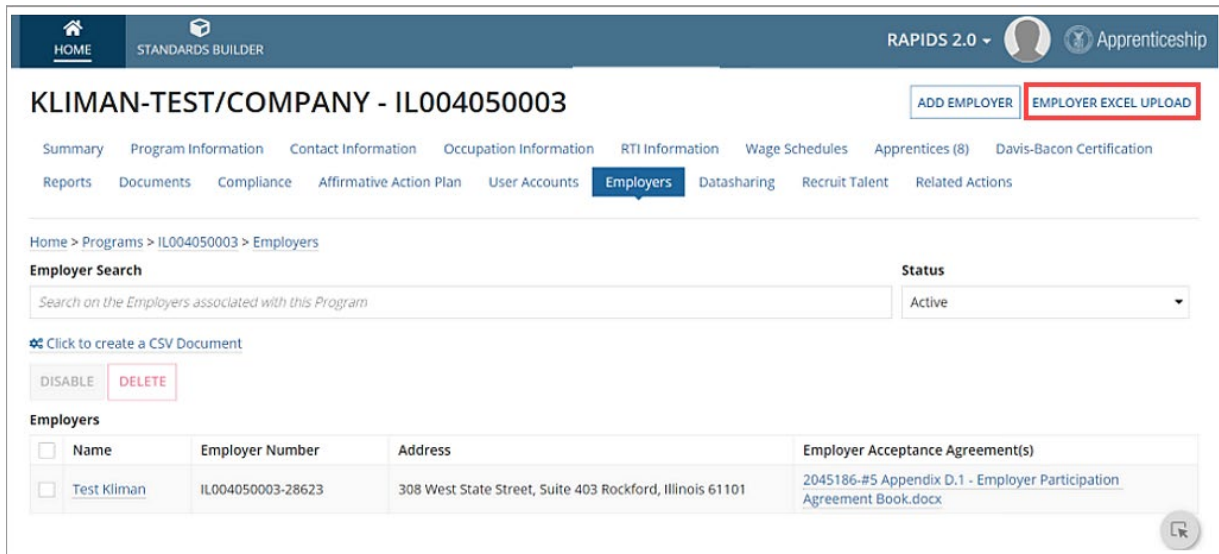


Figure 62 - Employer Excel Upload

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

### KLIMAN-TEST/COMPANY - Upload Employer Data

**Instructions**

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

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

**Employer Upload Template**

Employer Excel Upload -IL004050003

CANCEL

**Employer Data - Excel Upload \***

UPLOAD
Drop file here

SUBMIT

Figure 63 - Employer Excel Upload Submit

#### 4.12.4 Employer Dashboard

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

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

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

ADD EMPLOYER
EMPLOYER EXCEL UPLOAD

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

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

Home > Programs > 2016-IL-237 > Employers

**Employer Search**

Search on the Employers associated with this Program

B

Click to create a CSV Document

D

DISABLE
DELETE

**Status**

Active

Active

Disabled

Delete

Incomplete (0)

All

C

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

Figure 64 - Employer Dashboard

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

### Homework Hangout Club, Inc.

249 S. Webster Decatur, Illinois 62526

Apprentices
Occupations
Contacts
Wage Schedules
RTI Providers
Reports

**Actions**

Register an Apprentice

**Navigation**

User Messages

**Useful Links**

User Guides

**Apprentice Information**

**Search** **Batch Size**

Search to filter Apprentice Data

10

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

**Employer Information**

Status Active

Start Date 1/3/2017

**Occupations**

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

**Employer Contact Information**

Add Contact

Figure 65 - Employer Options

### 4.13 Program Data Sharing

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

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

**KLIMAN-TEST/COMPANY - IL004050003** UPDATE DATASHARING

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (8) Davis-Bacon Certification  
 Reports Documents Compliance Affirmative Action Plan User Accounts Employers **Datasharing** Recruit Talent Related Actions

#### Data Sharing

Enter the contact details below that will display on Apprenticeship.gov

**Disclaimer** OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered.

<b>Contact Name</b>	<b>Email</b>	<b>Telephone</b>
RONDA KLIMAN	kliman.ronda@dol.gov	
<b>Website URL</b>		
<b>Address*</b>		
308 WEST STATE STREET		
<input type="checkbox"/> Same as Sponsor's Address		
<b>City</b>		

Figure 66 - Program Data Sharing

### 4.14 Recruit Talent

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

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

**AMERICAN AUTOMATIC SPRINKLER - 2016-TX-281** POST NEW JOB

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (3) Davis-Bacon Certification  
 Reports Documents User Accounts Update Program Datasharing **Recruit Talent** Related Actions

#### Apprenticeship Job Entry

Attract and recruit a wider pool of qualified candidates by advertising and promoting your apprenticeship job opportunity on Apprenticeship.gov. Click the "Post New Job" fill out the form to post your apprenticeship on the only national job board targeting prospective apprentices.

Status

**List of Job Entries**  
 This grid displays Apprenticeship Job entries

<input type="checkbox"/>	Job Posting ID	Job Title	O*NET Soc Code	Job Posting Date	Job Expiration Date	Status	Number of Location

Figure 67 - Recruit Talent

### 4.14.1 Apprenticeship Job Entry – Post-New Job

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

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

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

Figure 68 - Post New Job

### 4.15 Program Related Actions

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

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

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

Figure 69 - Related Actions

## 5 Apprentices

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

Table 2 - Program Sponsor Required Approval for Apprentice Registration

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

### 5.1 Register an Apprentice

To register an Apprentice in a Program.

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

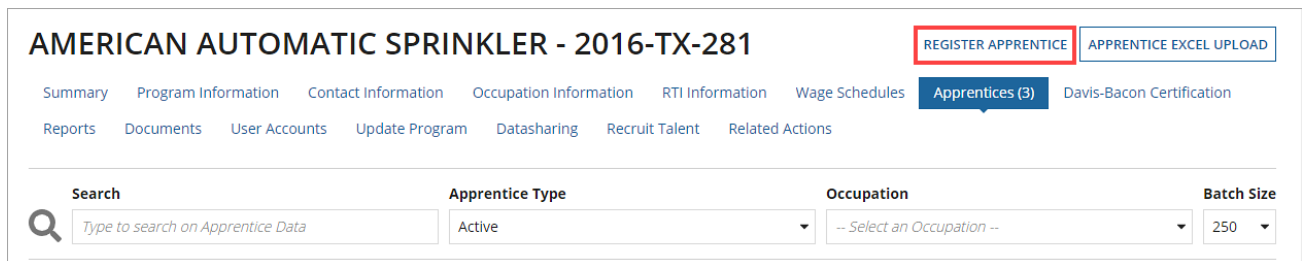


Figure 70 - Register an Apprentice

### 5.1.1 Apprentice’s Information

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

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

Figure 71 - Register an Apprentice – Apprentice Information

### 5.1.2 Apprentice’s Demographics

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

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

Figure 72 - Register an Apprentice – Apprentice’s Demographics



### 5.1.3 Occupation Information

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

**APPRENTICE AGREEMENT AND REGISTRATION**

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

#### Occupation Information

**Select Occupation \***

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

**Term Length**  
8500 Hours

**Term Remaining**  
8500 Hours

**Probationary Period**  
1000 Hours

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

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

**Credit for Previous Related Instruction Experience ?** C

Enter in hours.

**Date Apprenticeship Begins \*** D

📅

**Expected Completion Date**

Dec 11, 2026

**Related Training Instruction Provider \*** E

▼

**Length of Instruction**

608 Hours Total

**Are Wages Paid During RTI?**

No

**Hours When Related Instruction is Provided**

Not During Work Hours

**Entry Wages \*** F

**Entry Wage Units \***

▼

**Journeyworker's Wage (Hourly)**

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

**Wage Schedules**

	Wage Schedule Name <span style="color: red; font-weight: bold;">G</span>	Wages	Description
<input checked="" type="checkbox"/>	Test 2		Start Wage: \$19.85 End Wage: \$44.10

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

QUIT
PREVIOUS

SAVE PROGRESS H
NEXT

Figure 73 - Register an Apprentice – Occupation Information



### 5.1.3.1 Career Lattice (CL) Occupations

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

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

### 5.1.4 Review Apprentice Information

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

**APPRENTICE AGREEMENT AND REGISTRATION**

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

**Program Sponsor Information**

**Program Sponsor**  
KLIMAN-TEST/COMPANY - IL004050003

**Employer**  
No Employer Selected

**Apprentice's Information**

**First Name**: Suze    **Middle Name**: Test    **Last Name**: Kliman    **Suffix**

**Address**  
800 Wallaby Way

**Telephone**  
(516) 789-1885

**Email**  
suze.kliman@gmail.com

**White**    **Education Level**

**Occupation Information**

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

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

**Date Apprenticeship Begins**  
Sep 15, 2022

**Expected Completion Date**  
Dec 11, 2026

**Related Training Instruction Provider**    **Length of Instruction**

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

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

Figure 74 - Register an Apprentice – Review

### 5.1.5 Apprentice Registration Confirmation

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

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

**HOME**    **STANDARDS BUILDER**    RAPIDS 2.0    **Apprenticeship**

**Apprentice Registered Successfully**

Apprentice IL2022006040 has been registered successfully **View Apprentice**

**CONTINUE**

Figure 75 - Register an Apprentice – Apprentice Registration

## 5.2 Apprenticeship Agreement (671)

### 5.2.1 Individual Apprenticeship Agreement (671)

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

Summary Map **Apprentices (4)** Davis-Bacon Certification Affirmative Action Plan User Accounts Program Contact Information Occupation Information Wage Schedules

RTI Information Program History Review Reports Documents Datasharing Recruit Talent Notes Related Actions

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

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

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

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

Figure 76 - Individual Apprenticeship Agreement – Apprentice

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

TX2018002908 - Brxxxxx, Auxxxx Joseph **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
4	TX2018002908	Brxxxxx, Auxxxx, Joseph	2016-TX-281 AMERICAN AUTOMATIC SPRINKLER	SPRINKLER FITTER (Existing Title: Pipe Fitter)	0414HY V1		11/11/2022 1:51 PM EDT

Figure 77 - Individual Apprenticeship Agreement – Generate Apprentice 671

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

**Apprentice 671 Forms**

Apprentice Number	Full Name	Program	Occupation	Occupation Code	Download	Date Created
IL2022006040	Kirman, Suze, Test	IL004050003KLIMAN-TEST/COMPANY	MOLD MAKER, DIE-CAST & PLASTIC	0116 V1		9/15/2022 1:09

PDF Document: Program Registration and Apprenticeship Agreement. U.S. Department of Labor, Office of Apprenticeship. PART A: APPRENTICE'S INFORMATION. Includes fields for Name, Address, Telephone, Email, Ethnicity, Race, Veteran Status, and Education Level. **RETURN TO APPRENTICE RECORD**

Figure 78 - Individual Apprenticeship Agreement – Download Apprentice

### 5.2.2 Generating Apprenticeship Agreement (671)

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

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

Summary Map **Apprentices (4)** Davis-Bacon Certification Affirmative Action Plan User Accounts Program Contact Information Occupation Wage Schedules  
 RTI Information Program History Review Reports Documents Datasharing Recruit Talent Notes Related Actions

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

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

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

Figure 79 - Bulk Apprenticeship Agreement – Apprentice

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

**Apprentice Online Completion Certificate Generation**

Appr Completion Certificate Generation

A zipped folder of the generated online certificate forms will be available to download at the [program record documents view](#).

**Please Note:** The online completion certificates may take several minutes to generate

Figure 80 - Bulk Apprenticeship 671 Agreement – Generation

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

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

## Cameron Tool Corporation - MI007780018

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

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

Related Actions

---

### Program Documents

**Apprenticeship Standards**

by Sponsor Lovelace  
February 22, 2023

### Standards Builder Documents

**Standards Builder Generated Documents**

Document Name	Document Type	Date Generated
No items available		

### Uploaded Documents

**Program Documents**

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

[> Docusign Digital Signatures](#)  
[v Generated Apprentice Documents](#)

---

**Completion Certificates and 671s**

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

Figure 81 - Bulk Completion Certificates

### 5.3 Complete Apprenticeship

This option only works with active Apprenticeships.

#### 5.3.1 Individual Complete Apprenticeship

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

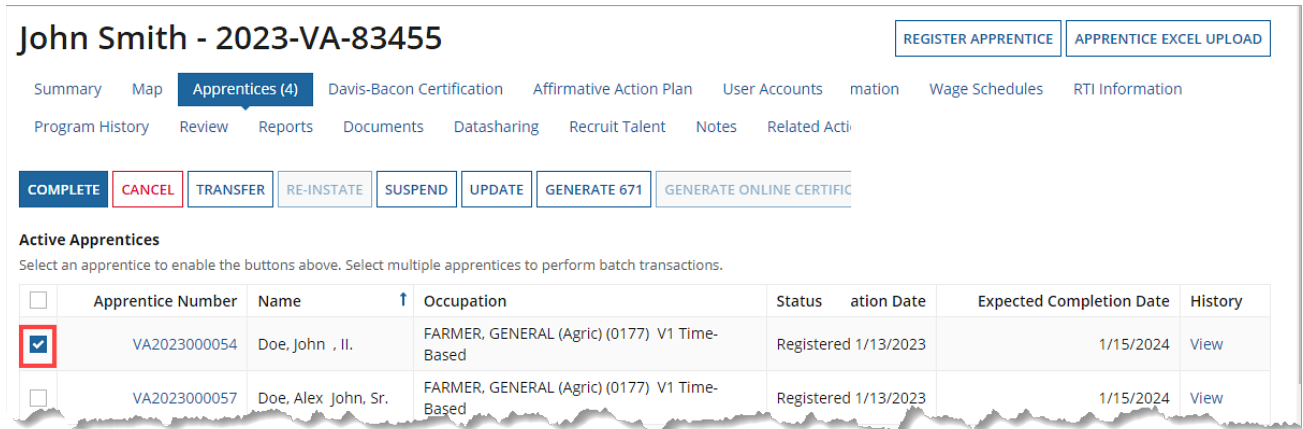


Figure 82 - Individual Complete Apprenticeship – Apprenticeship

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

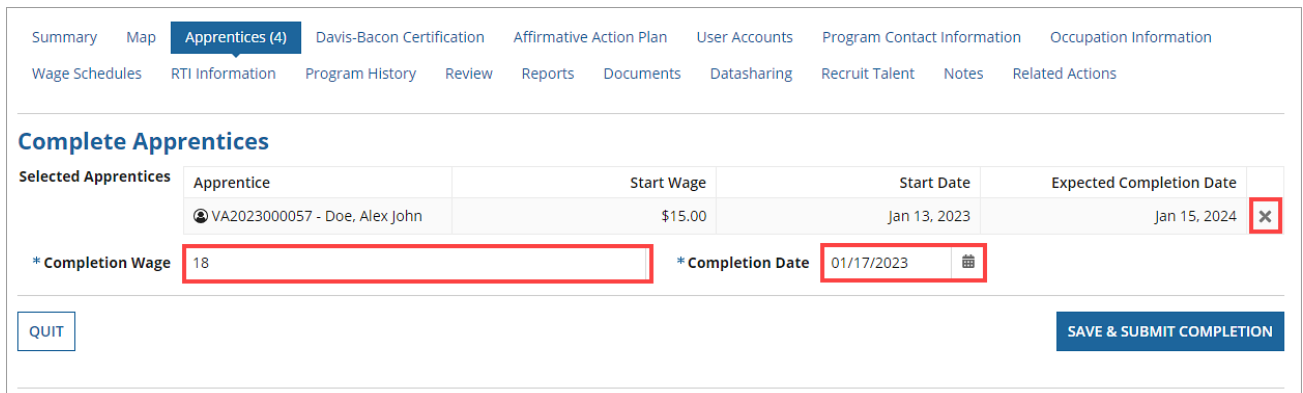


Figure 83 – Completion Apprenticeship Wage & Date – Submit Completion

### 5.3.2 Bulk Complete Apprentices

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

**John Smith - 2023-VA-83455** APPRENTICE EXCEL UPLOAD

Summary Map **Apprentices (4)** Davis-Bacon Certification Affirmative Action Plan User Accounts RTI Information

Program History Review Reports Documents Datasharing Recruit Talent Notes Related Actions

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

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

<input checked="" type="checkbox"/>	Apprentice Number	Name	Occupation	Status	Completion Date	History
<input checked="" type="checkbox"/>	VA2023000054	Doe, John , II.	FARMER, GENERAL (Agric) (0177) V1 Time-Based	Registered	1/15/2024	<a href="#">View</a>
<input checked="" type="checkbox"/>	VA2023000057	Doe, Alex John, Sr.	FARMER, GENERAL (Agric) (0177) V1 Time-Based	Registered	1/15/2024	<a href="#">View</a>
<input checked="" type="checkbox"/>	VA2023000058	Smith, John	FARMER, GENERAL (Agric) (0177) V1 Time-Based	Registered		

Figure 84 - Bulk Complete Apprentices – Apprentice

### 5.3.3 Interim Complete Apprentices

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

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

**IL2022006040 - Kliman, Suze Test** UPDATE APPRENTICE CORRECT OCCUPATION CANCEL APPRENTICE ...

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

Home > Programs > IL004050003 > Apprentices > IL2022006040

**Current Status**

Status Registered

Interim Completion  
Complete Apprentice  
Suspend Apprentice  
Transfer Apprentice  
Delete Apprentice

Figure 85 - Interim Complete Apprentice – Apprentice

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

**Program Number**  
IL004050003

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

---

Complete Current Level
Select Next Level

**Current Career Lattice Occupation Level**

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

**Completion Wage \***

**Completion Date \***

QUIT
NEXT

Figure 86 - Interim Complete Apprentice – Lattice Occupation Current

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

**Program Number**  
IL004050003

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

---

Complete Current Level
Select Next Level

**Pending Completion Level**

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

**Choose the next level to be taken by the apprentice \***

Select the next level for the apprentice

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

**Wages**

**Start Wage \***

**Start Date \***

**Wage Schedules**

Select the wage schedule for the apprentice.1

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

**Karen Baldwin Levels**

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

QUIT
PREVIOUS
SUBMIT INTERIM COMPLETION

Figure 87 - Interim Complete Apprentice – Lattice Occupation Select Next

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

## 5.4 Cancel Apprentice

### 5.4.1 Individual Cancel Apprentice

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

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

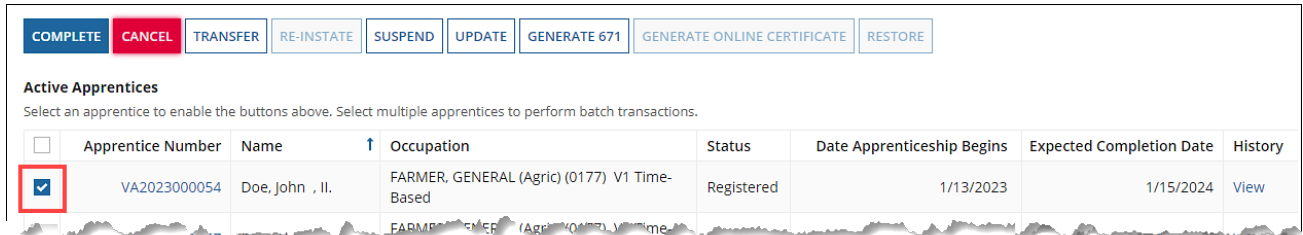


Figure 88 - Individual Cancel Apprentice – Apprentice

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

### 5.4.2 Bulk Cancel Apprentices

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

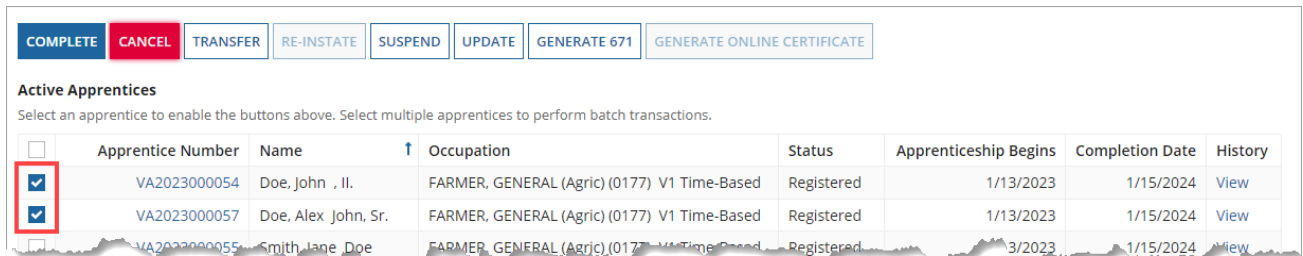


Figure 89 - Bulk Cancel Apprentices – Apprentice

## 5.5 Transfer Apprentice

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

### 5.5.1 Individual Transfer Apprentice

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

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



4. Select “Transfer.”

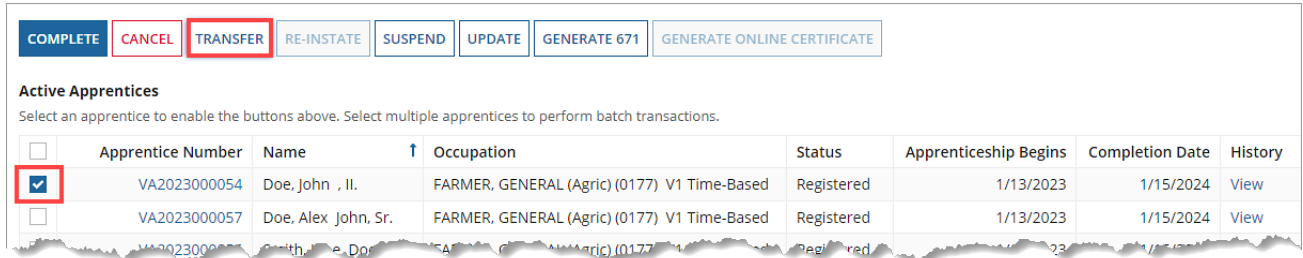


Figure 90 - Individual Transfer Apprentice – Apprentice

5. Select “Start Transfer.”



Figure 91 - Individual Transfer Apprentice – Start Transfer

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

5.5.1.1 Different Occupation Same Program

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

### Current Apprenticeship Information

**Sponsor** KLIMAN-TEST/COMPANY - IL004050003

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

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

### Transfer Information

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

Select the Occupation

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

**\* New Occupation**

**\* Comment**

### RTI Information

**\* Related Training Instruction Provider**

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

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

**Probationary Period** 1140 Hours

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

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

**Date Apprenticeship Begins\***

**Credit for Previous Related Instruction Experience**

Enter in hours.

**Expected Completion Date**

**Entry Wages\***

**Entry Wage Units\***

**Journeyworker's Wage (Hourly)**

(i.e., Experienced Worker)

#### Wage Schedules

Select the wage schedule for the apprentice. 1

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

#### Truck Driver Levels

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

### Current Status Information

**Status** Incomplete Transfer

**Status Last Updated** 9/15/2022

Figure 92 - Individual Transfer Apprentice – Request

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

#### 5.5.1.2 Different Program Same Occupation

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

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

### 5.5.2 Bulk Transfer Apprentices

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

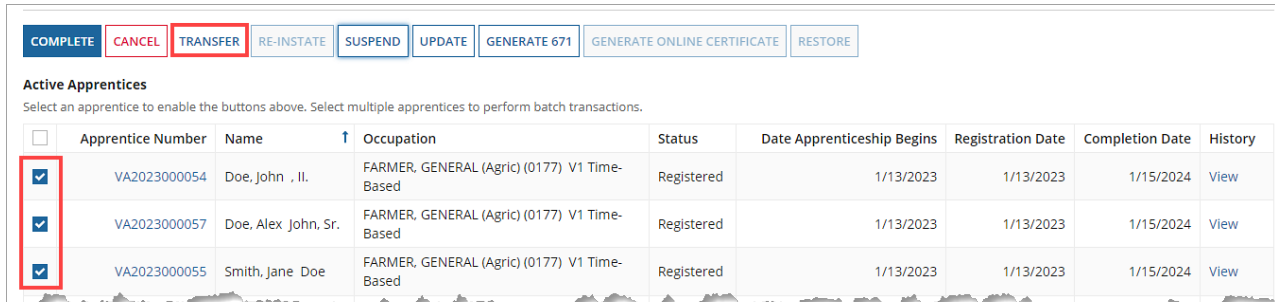


Figure 93 - Bulk Transfer Apprentices – Apprentice

## 5.6 Suspend Apprentice

### 5.6.1 Individual Suspend Apprentice

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

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

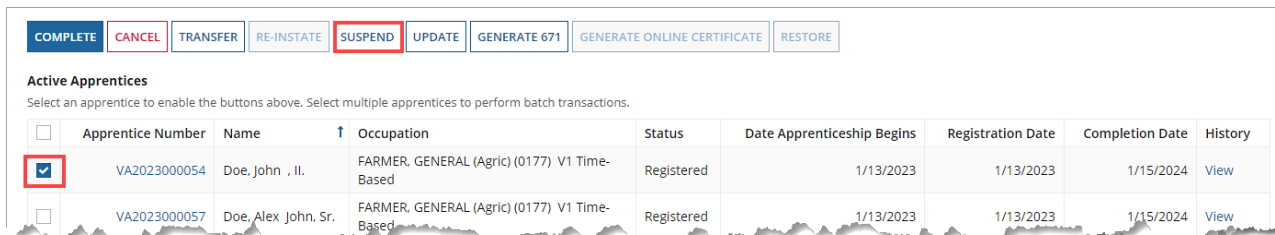


Figure 94 - Individual Suspend Apprentice – Apprentice

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

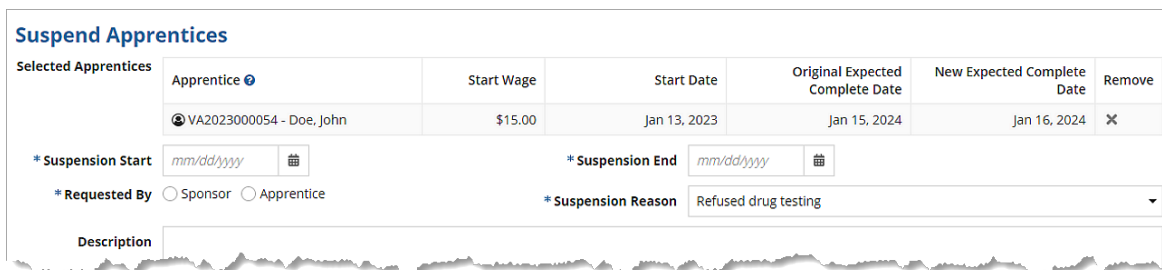


Figure 95 - Individual Suspend Apprentice – Request

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

## 5.6.2 Bulk Suspend Apprentices

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

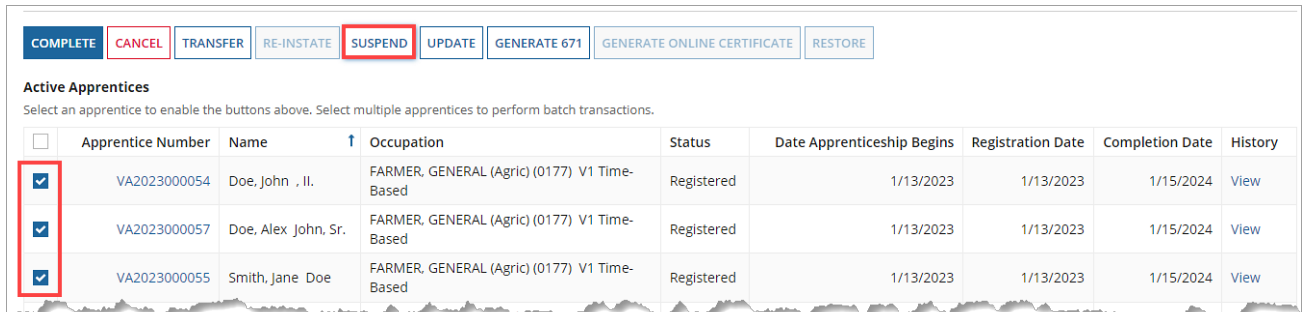


Figure 96 - Bulk Suspend Apprentices – Apprentice

## 5.7 Re-Instate Apprentice

### 5.7.1 Individual Re-Instate Apprentice

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

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

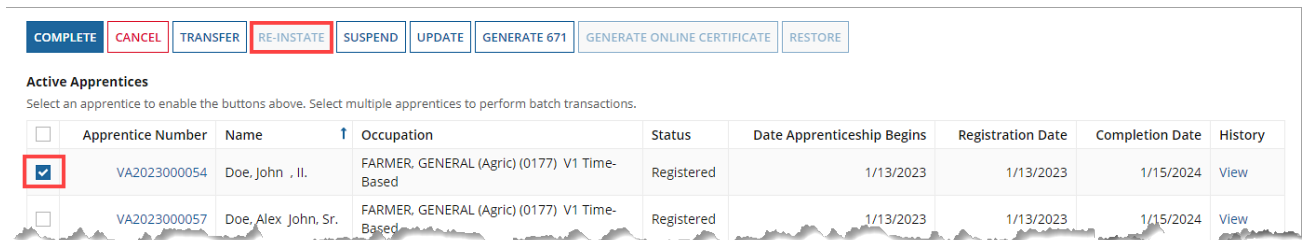


Figure 97 - Individual Re-Instate Apprentice – Apprentice

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

### Re-Instate Apprentices

**Selected Apprentices**

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

\* Re-Instate Date: 09/16/2022

\* Reason: Problems resolved

\* Current Wage: \$12.55

\* Wage Unit: Hourly

Comment:

Figure 98 - Individual Re-Instate Apprentice – Request

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

### 5.7.2 Bulk Re-Instate Apprentices

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

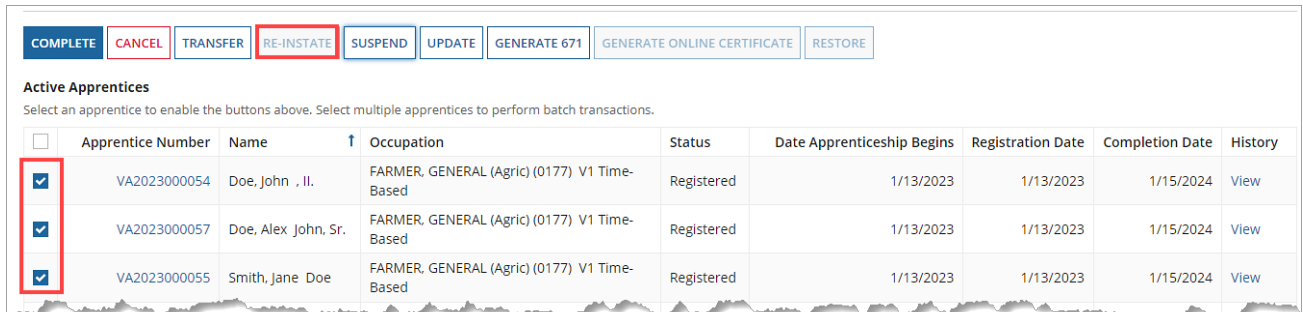


Figure 99 - Bulk Re-Instate Apprentices – Apprentice

## 5.8 Update Apprentice

### 5.8.1 Individual Update Apprentice

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

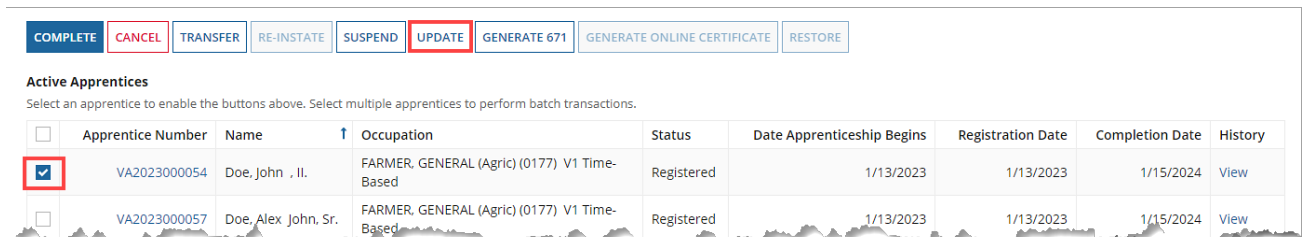


Figure 100 - Individual Update Apprentice – Apprentice

### 5.8.2 Bulk Update Apprentices

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

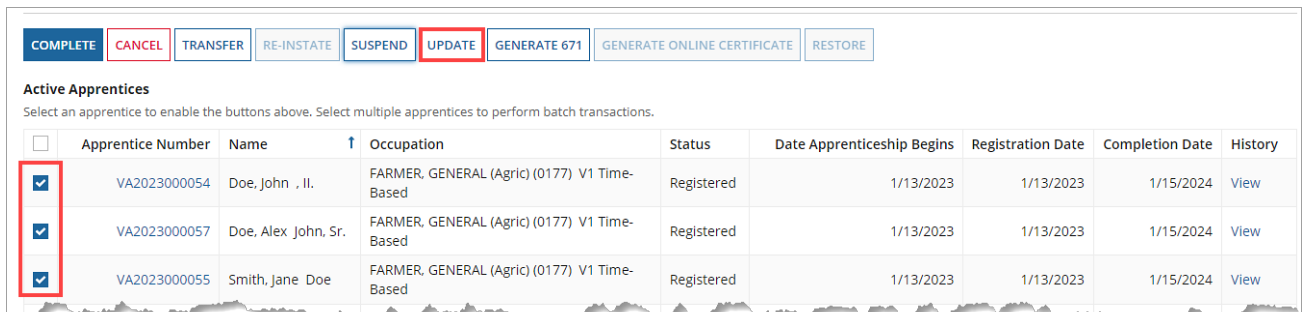


Figure 101 - Bulk Update Apprentices – Apprentice

### 5.8.3 Generating Completion Certificates

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

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

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

#### 5.8.3.1 Individual Completion Certificate

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

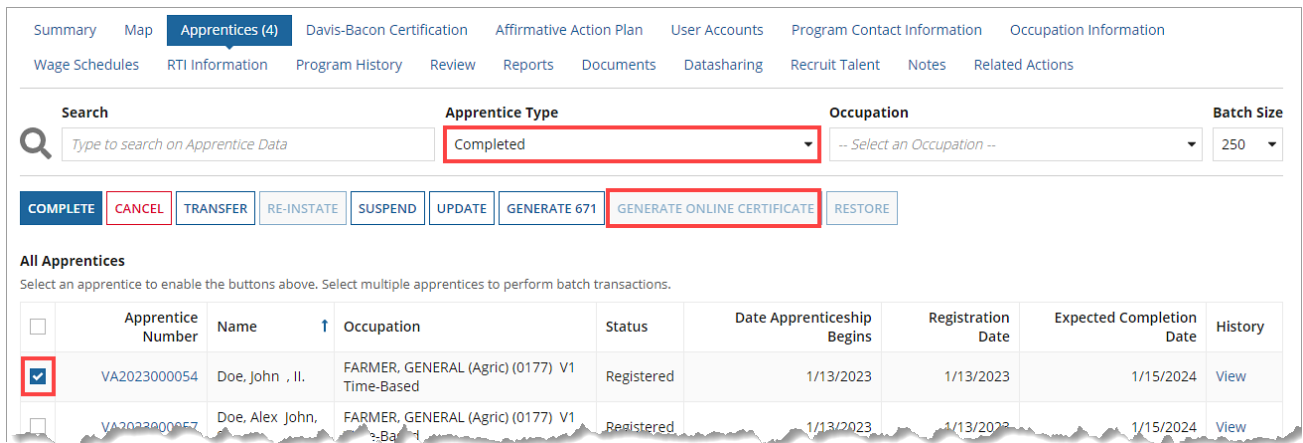


Figure 102 - Individual Completion Certificate

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



Figure 103 - Apprentice Completion PDF Certificate

### 5.8.3.2 Bulk Completion Certificates

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

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

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

Figure 104 - Bulk Completion Certificates

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

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

Figure 105 - Bulk Apprentice Certificates Generation



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

### Cameron Tool Corporation - MI007780018

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

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#### Program Documents

**Apprenticeship Standards**

by Sponsor Lovelace  
February 22, 2023

#### Standards Builder Documents

**Standards Builder Generated Documents**

Document Name	Document Type	Date Generated
No items available		

#### Uploaded Documents

**Program Documents**

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

[DocuSign Digital Signatures](#)

[Generated Apprentice Documents](#)

#### Completion Certificates and 671s

Document	Created
Generating... Generated by Bulk Apprentice 671	by sponsoriolovlace5@gmail.com 2/22/2023 3:32 PM EST
<a href="#">MI007780018 Bulk Apprentice 671 02222023_1529</a>	by sponsoriolovlace5@gmail.com 2/22/2023 3:29 PM EST

Figure 106 - Generated Completion Certificates

### 5.8.4 Individual Restore Apprentice

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

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

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

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

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

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

Figure 107 - Individual Restore Apprentice – Apprentices



### 5.8.5 Bulk Restore Apprentices

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

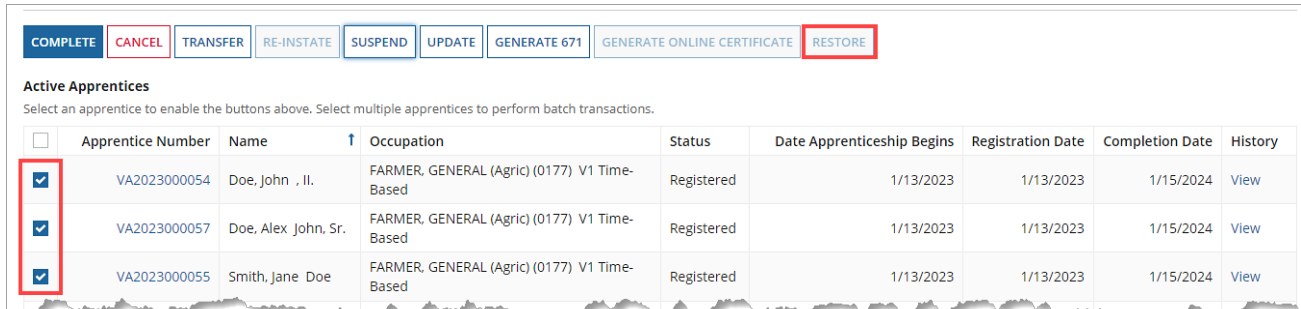


Figure 108 - Bulk Restore Apprentices – Apprentice

## 5.9 Apprentice Excel Upload

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

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

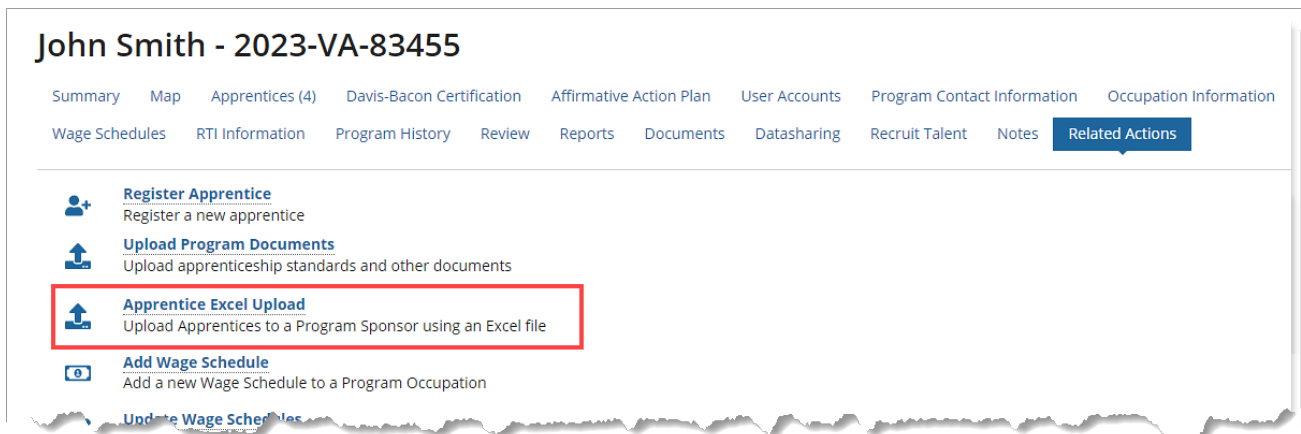


Figure 109 - Apprentice Excel Upload

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

**NOTE:** ATR Approval is required for all uploaded Apprentices.

### John Smith - Upload Apprentice Data

**Instructions**

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

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

**Apprentice Upload Template**

[Download RAPIDS Apprentice Template](#)

[Download RAPIDS Apprentice Template Data Dictionary](#)

**Apprentice Data - Excel Upload \***

Drop file here

Figure 110 - Apprentice Excel Upload Submit

## 6 Appendix

Table 3 - Acronyms and Definitions

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