RAPIDS 2.0
Program Sponsor User Guide

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Revision History

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

1 Introduction

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

2 Accessing RAPIDS 2.0

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

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

2.1 Your New RAPIDS User Account

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

2.2 Preferred Browser

Chrome is the Department of Labor's preferred browser. Please refer to RAPIDS 2.0 Guide – Employer Quick Reference_v2.pdf for the full functionalities that RAPIDS 2.0 offers.
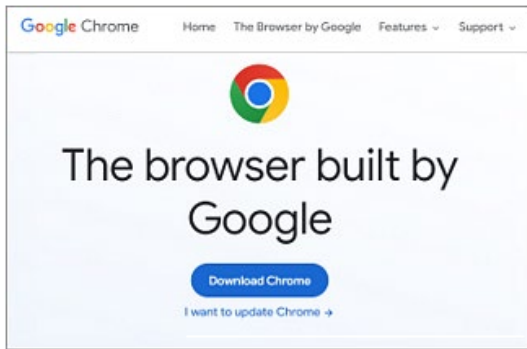
Figure 1 – Internet Explorer Display with Chrome Image

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

2.3 Login.gov Account Creation

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

Figure 2 - RAPIDS Site Sign in Page

2. Select "Create an account" from Login.gov (**NOTE**: This screen must reference "ETA BPMS").
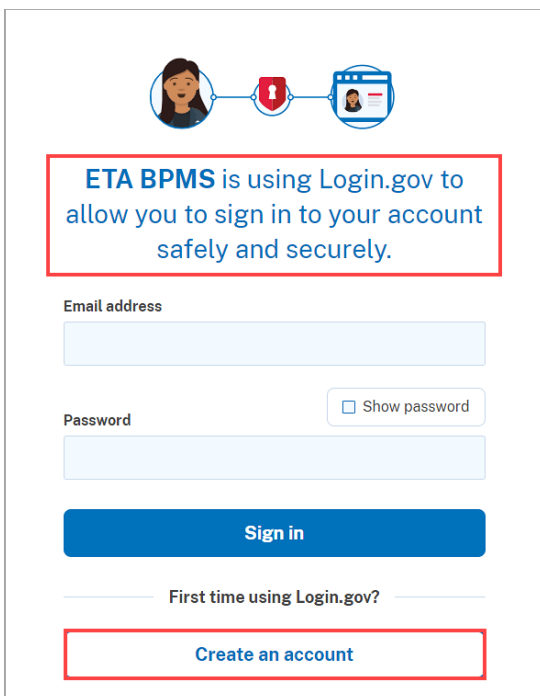
Figure 3 - Login.gov Sign in Window

3. Enter your email address associated with your RAPIDS account (<u>using all lowercase letters</u>).
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.

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."

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.

Security Key
Not recommended by RAPIDS.

Government Employee ID
Not recommended by RAPIDS.

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

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

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

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

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

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

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

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

Figure 6 - Login.gov Authentication Method

2.4 RAPIDS Sign In

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

Figure 7 - RAPIDS Sign in Page

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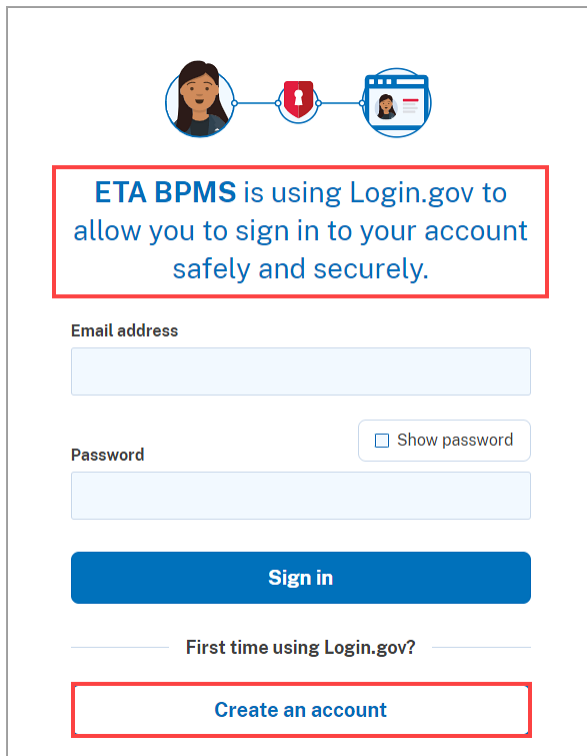
Figure 8 - Login.gov Sign in

3   RAPIDS 2.0 Home, Navigation, and Actions Menus

RAPIDS 2.0 Home page displays a list of Apprenticeship Programs to manage. In addition, you will find the following links on the left Navigation menu:
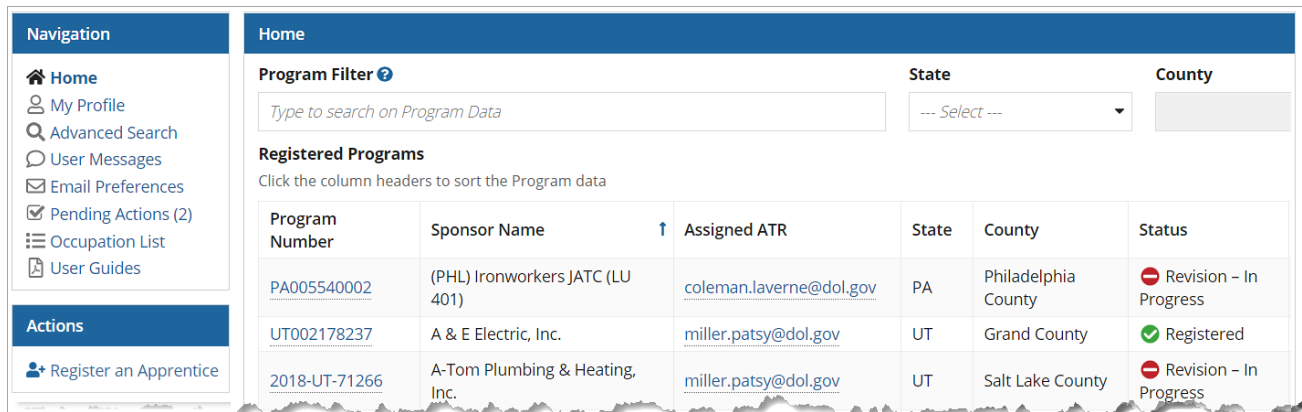
Figure 9 - Home, Navigation and Actions Menu

Home – Returns you back to the Home page

My Profile – Contains your Contact Information

Advanced Search – Perform search on Apprentice, Program, Employer, and Program Occupation

User Messages – Announcements for new features, technical issues, and planned service outage

Email Preferences – Turn on Email Notifications for Program and Apprentice updates

Pending Actions – Sponsor pending actions

Occupation List – List of Occupations

User Guides – Various guides on how to navigate RAPIDS 2.0

Find the following link on the Actions menu:

Register an Apprentice – Register an Apprentice in a Registered Program

3.1   My Profile

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

1. To edit your profile, select "Edit Profile."
2. Enter your contact information.
3. Select "Save Changes."
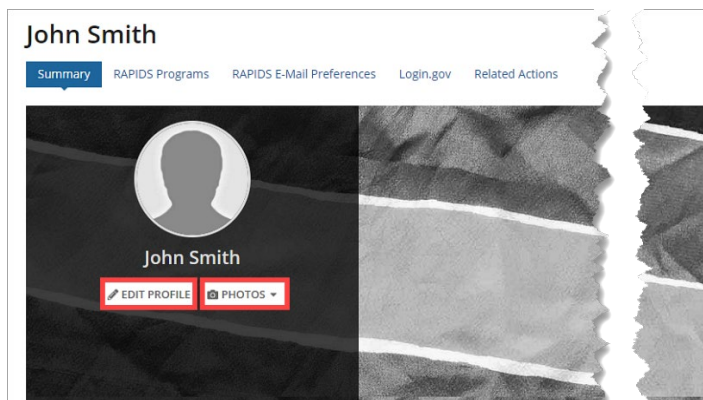
Figure 10 - RAPIDS Profile and Cover Photo

3.1.1 Profile & Cover Photo

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

3.1.2 RAPIDS Programs

View and edit your RAPIDS programs.
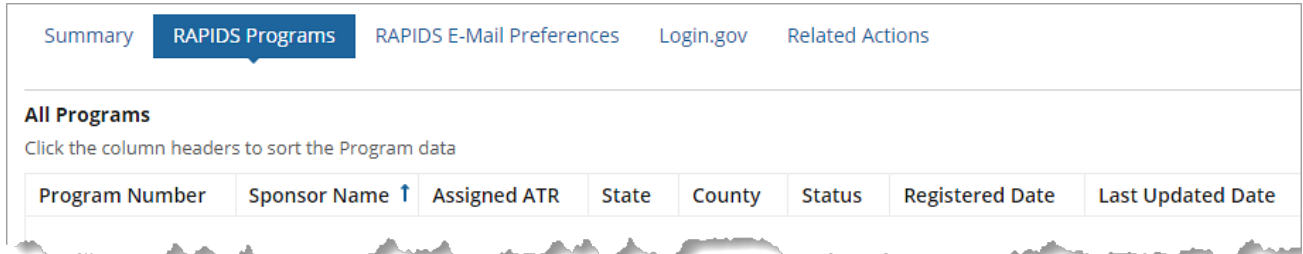
Figure 11 - RAPIDS Programs

3.1.3 RAPIDS Email Preferences

Setup notifications and requests for Sponsor and Employer user email preferences.
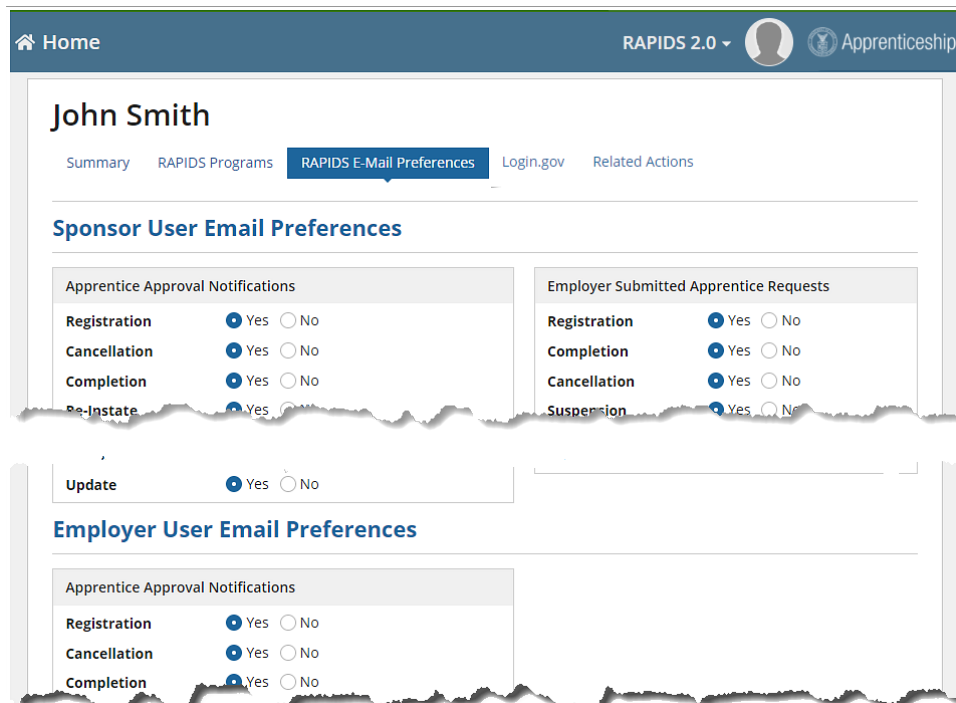
Figure 12 - RAPIDS Email Preferences

3.2   Related Actions

Use Related Actions to update, add, or modify information to a record. Choose from a list of available related actions.
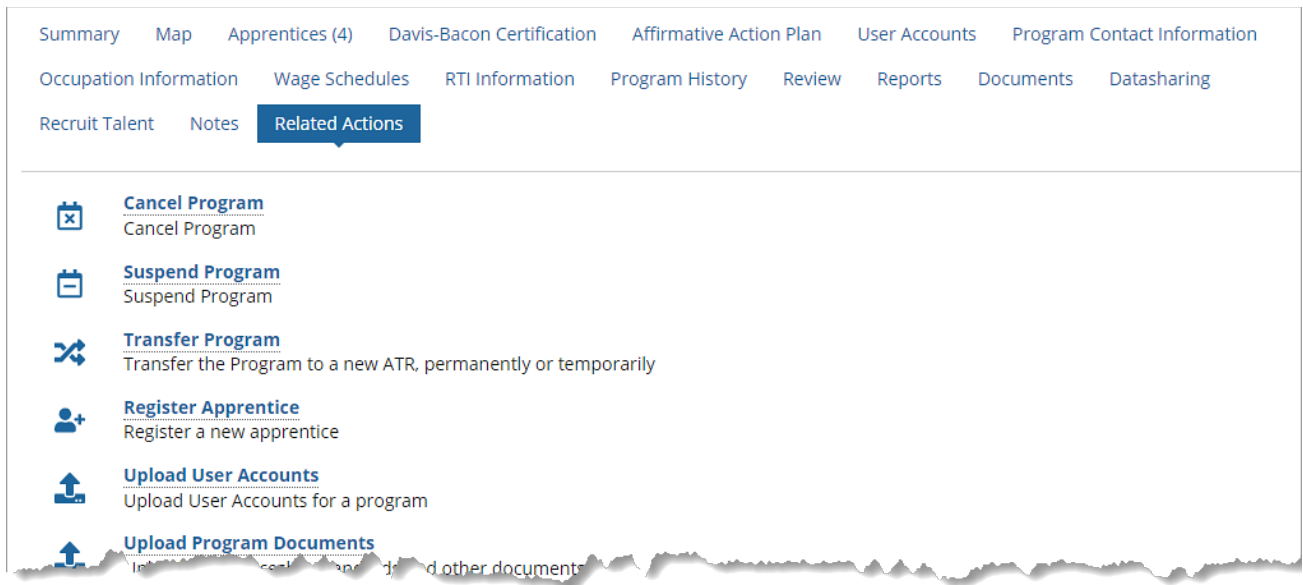
Figure 13 - Related Actions

3.3   Advanced Search

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

1. Select "Advanced Search" in the Navigation menu.
2. Select the type of search: Apprentice, Program, Employer, or Program Occupation.
3. Enter search criteria.
4. Select "View Results."
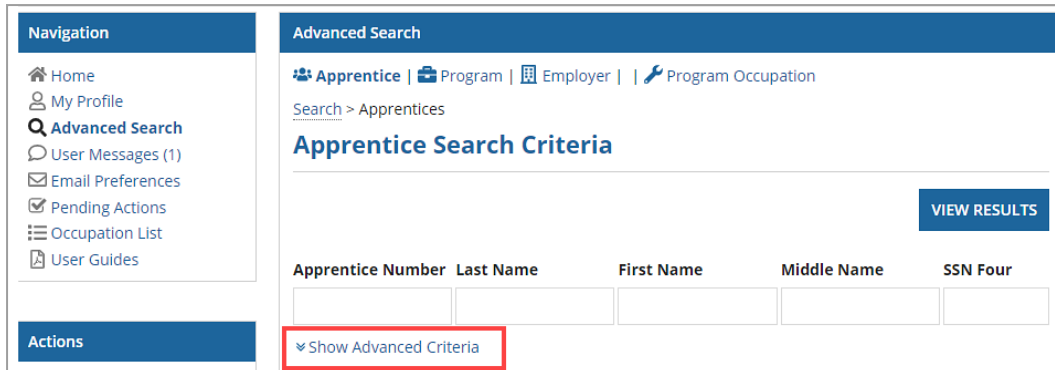
Figure 14 - Apprentice Search Criteria

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

3.3.1   CSV Download and Choose Data Elements

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

3.3.1.1 Generate Document

1. Select "Generate Document."

Figure 15 - RAPIDS Advanced Search – Generate Document

2. Click "I Agree" on the Warning window.

Figure 16 - I Agree Warning Window

3. Select "View CSV Download."

Figure 17 - RAPIDS Advanced Search – View CSV Download

4. Select Document Download Link "Apprentice Search.csv."
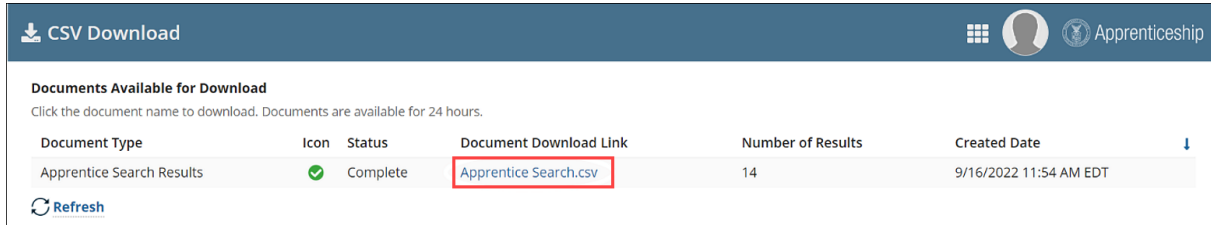
Figure 18 - RAPIDS Advanced Search – Document Download

3.3.1.2 Choose Data Elements

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

1. Select "Choose Data Elements."

Figure 19 - RAPIDS Advanced Search – Choose Data Elements

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

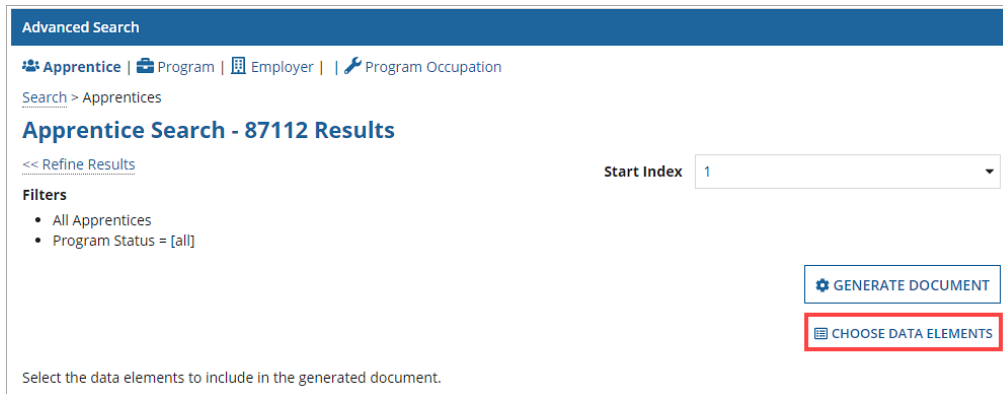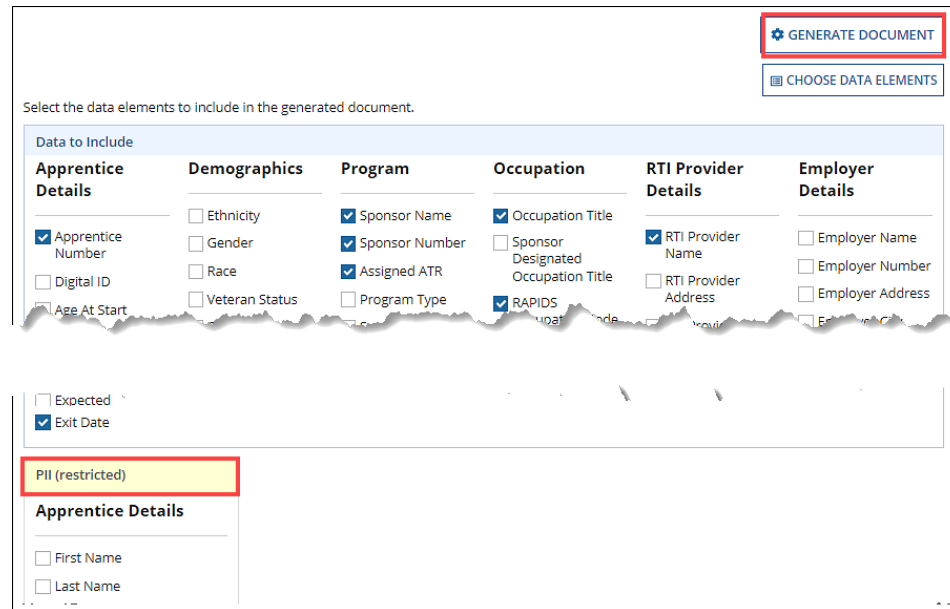*Figure 20 - RAPIDS Advanced Search – PII Restricted – Generate Document*

3.4 User Messages

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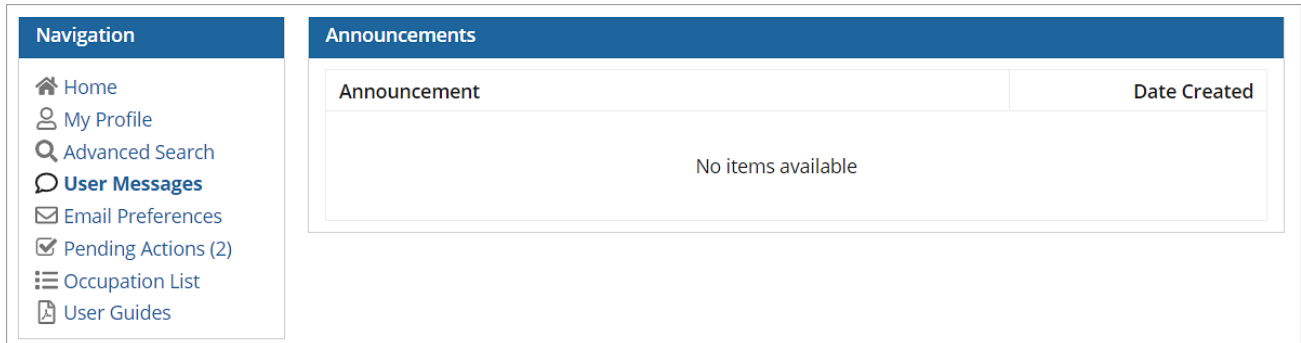

Figure 21 - User Messages

3.5 Pending Actions

The Pending Actions page is a quick and easy way for a user to see Pending Apprentice Actions, including Registration, Re-Instate, Update, Cancel, Complete, Interim Complete, Suspend, and Transfer. Detailed instructions on how to complete the above-listed actions are available in the Apprentice section. Actions can be accessed by selecting the quick links above the search tool, which will display all pending actions of that type, or by entering an Apprentice's name or Apprentice number in the search bar. There is also the ability to generate a document with specified Apprentice information based on search results returned.
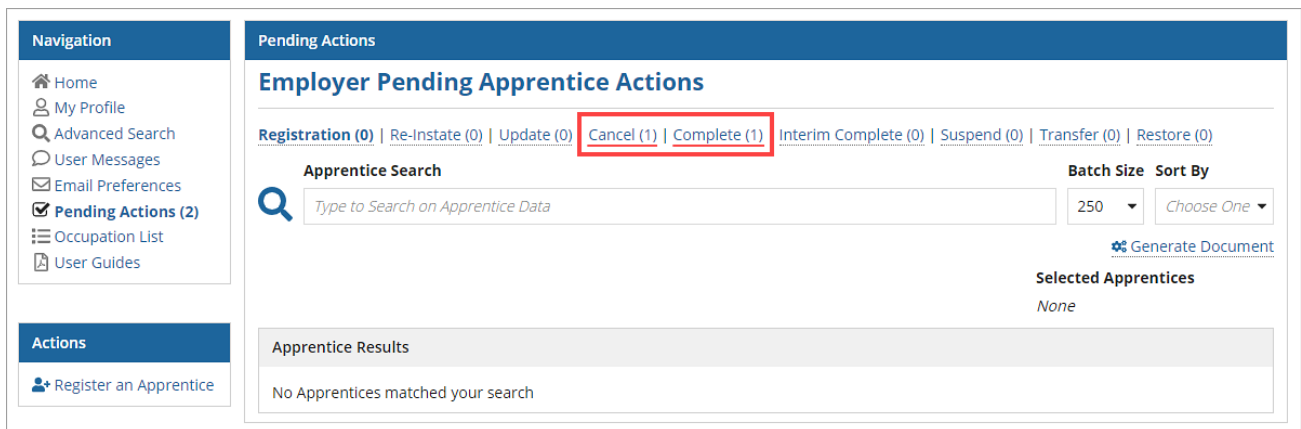
Figure 22 - RAPIDS Pending Actions

3.6 Occupation List

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

Figure 23 - RAPIDS Occupation List

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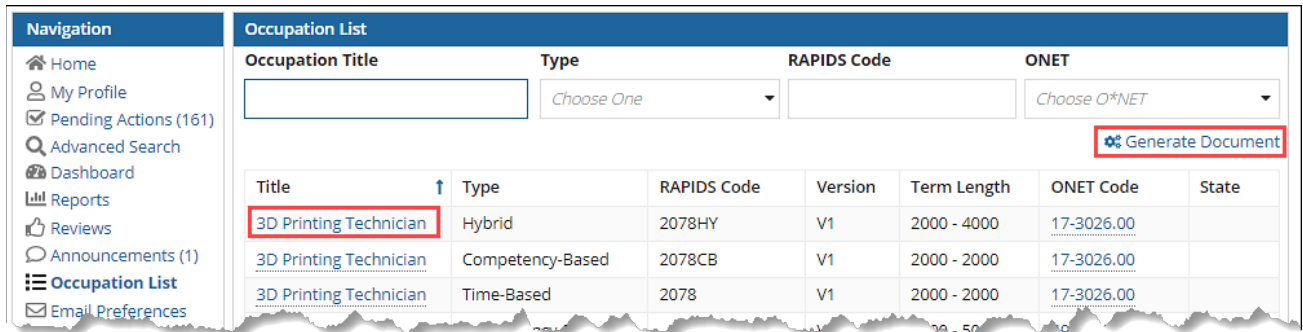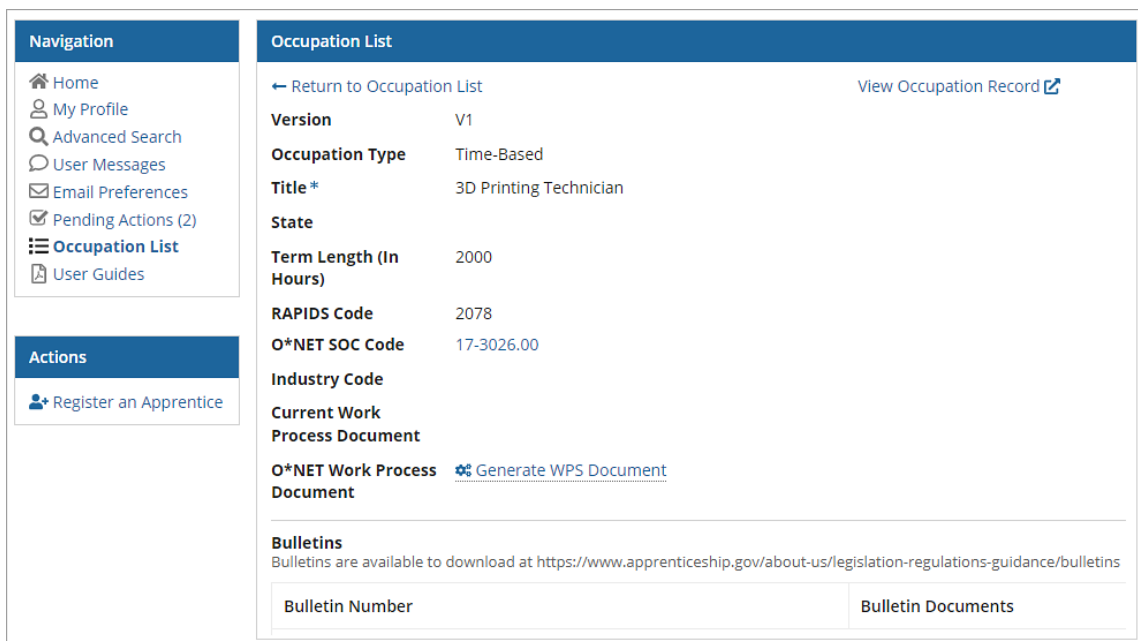

Figure 24 - RAPIDS Occupation List Details

3.7   User Guides

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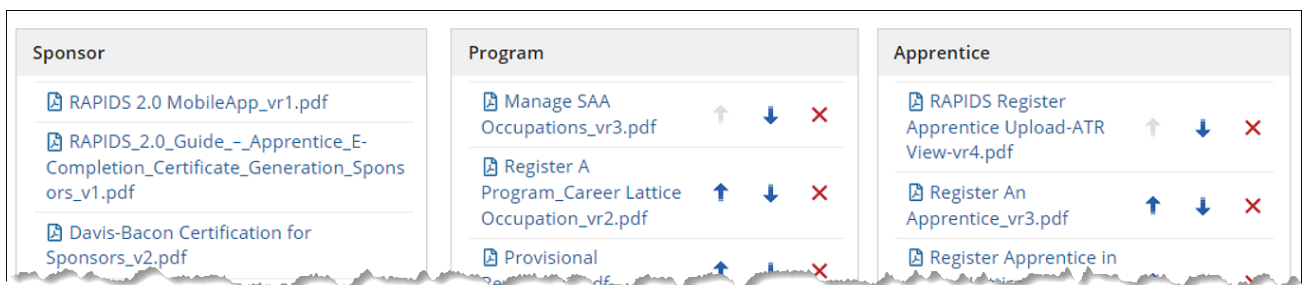

Figure 25 - RAPIDS 2.0 User Guides

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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		
	NAICS Code		
Occupation Information	Add Program Occupation	Occupation Information	X
	Edit Occupation		
	Delete Occupation		
	Disable Occupation		
CL 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.
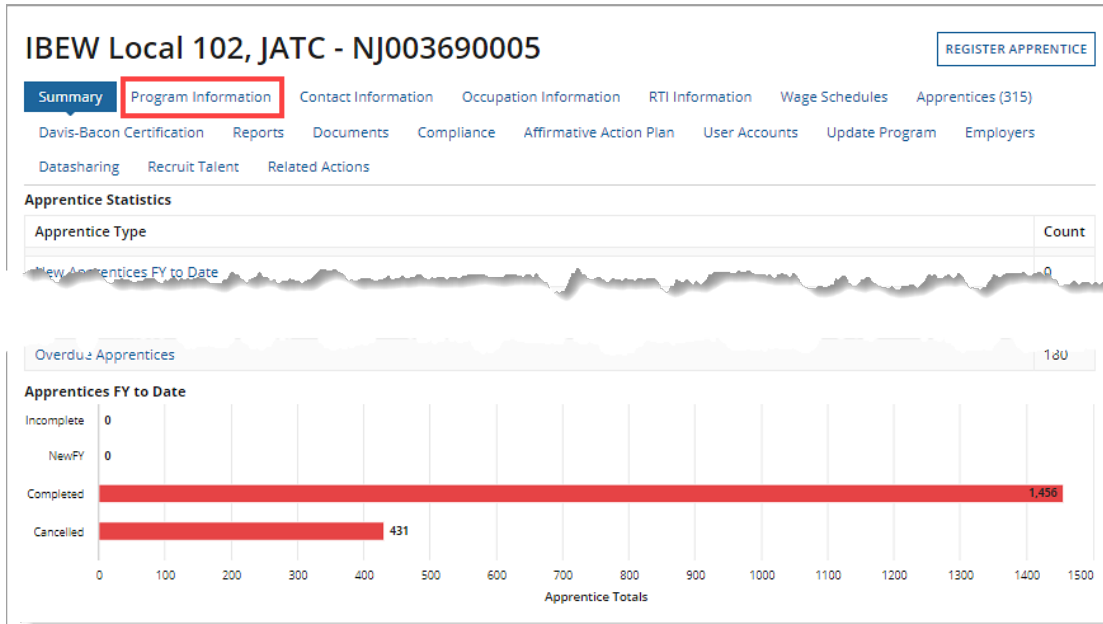2. Select the "Program Information" tab to review the Registered Program data.

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."

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."

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.

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.

Figure 30 - RAPIDS Program RTI Information

Complete the form and save the RTI Provider information.

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.

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."

Figure 33 - Occupation Selection

4.5.1 Bulk Update Request for Wage Schedules
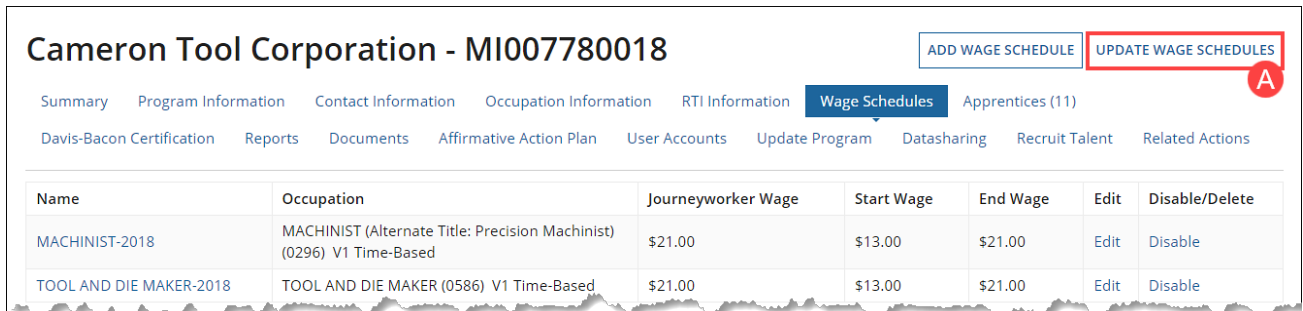
A. Select "Update Wage Schedule."

Figure 34 - Update Wage Schedule

B. On the "Related Actions" tab, select multiple or all Wage Schedules.
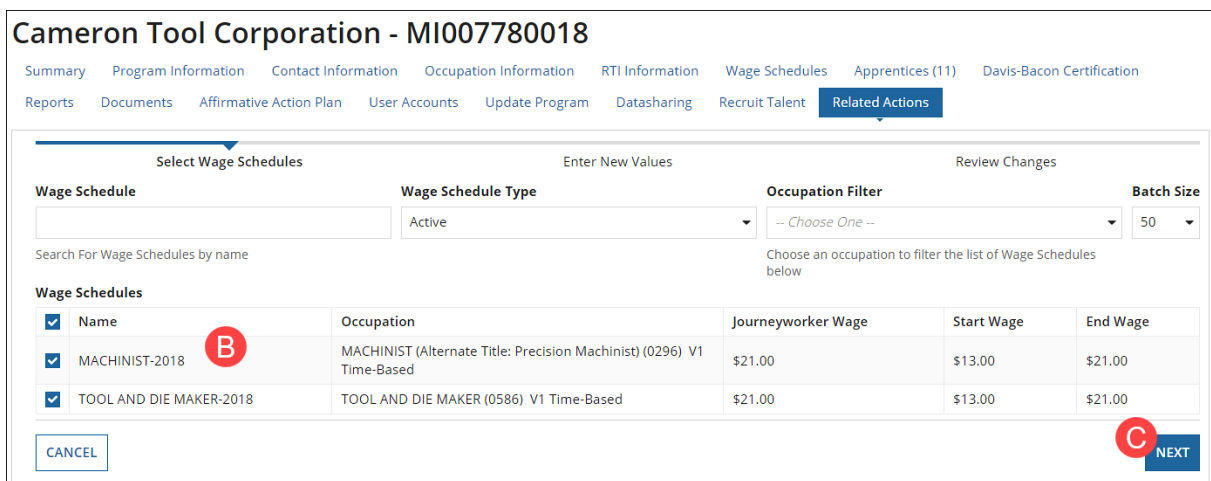C. Click "Next."

Figure 35 - Related Actions Tab

D. Complete optional entries.
E. Select Units for Wages from drop-down.
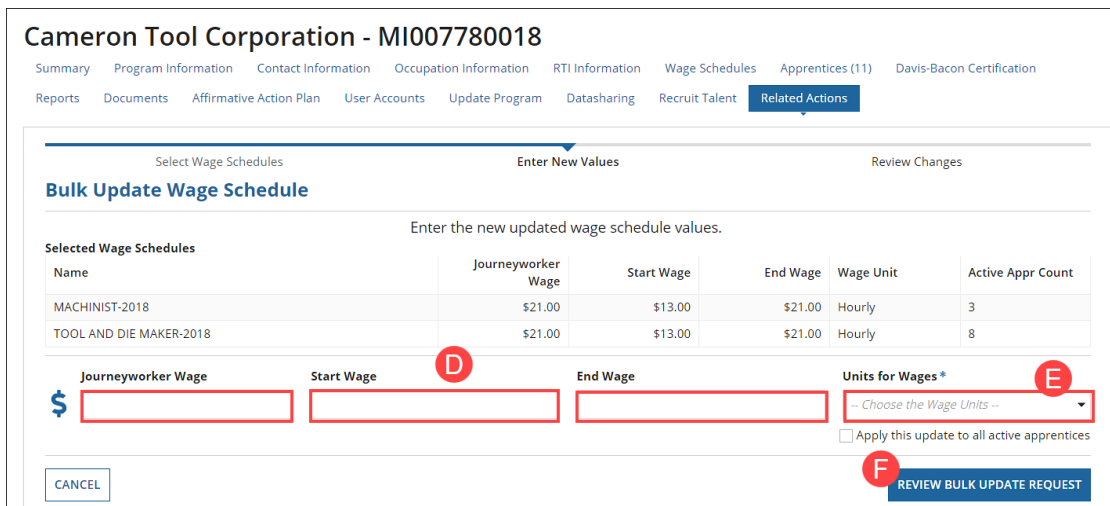F. Click "Review Bulk Update Request."

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.

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."

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."

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

Figure 41 - Request Individual Davis-Bacon Certification Apprentice View

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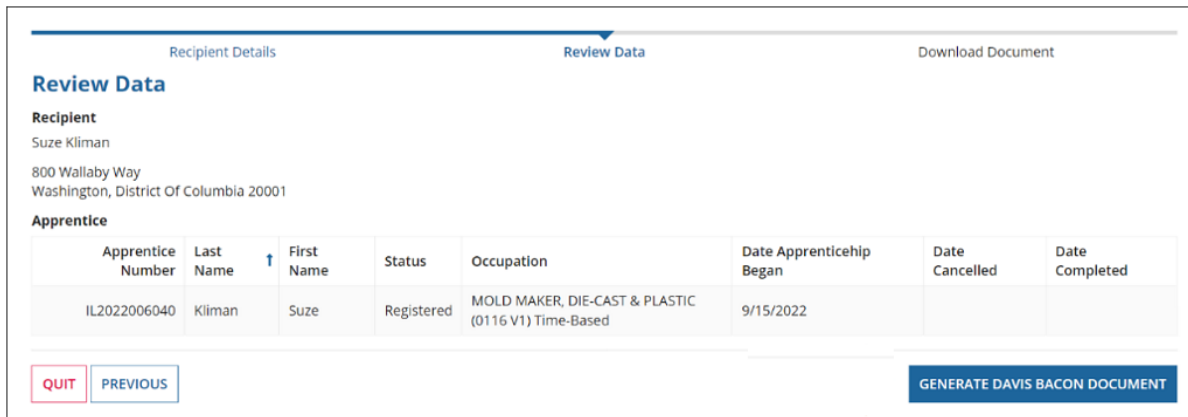6. Review data and select "Generate Davis Bacon Document."

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."

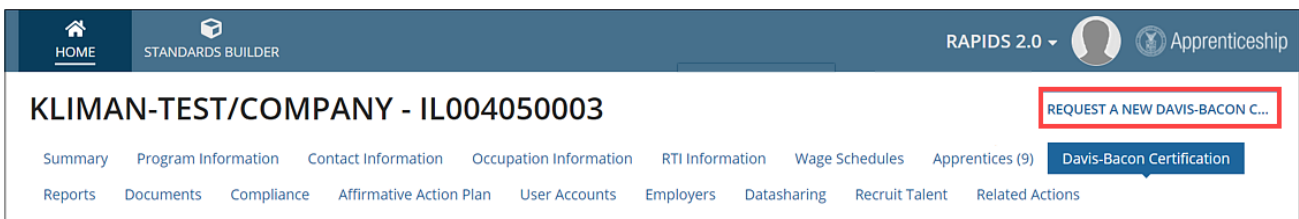*Figure 44 - Request Bulk Davis-Bacon Certification Program Sponsor View*

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

Figure 45 - Bulk Davis-Bacon Certification – Apprentice

7. Review data and select "Generate Davis Bacon Document."

Figure 46 - Bulk Davis-Bacon Certification – Review

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

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."
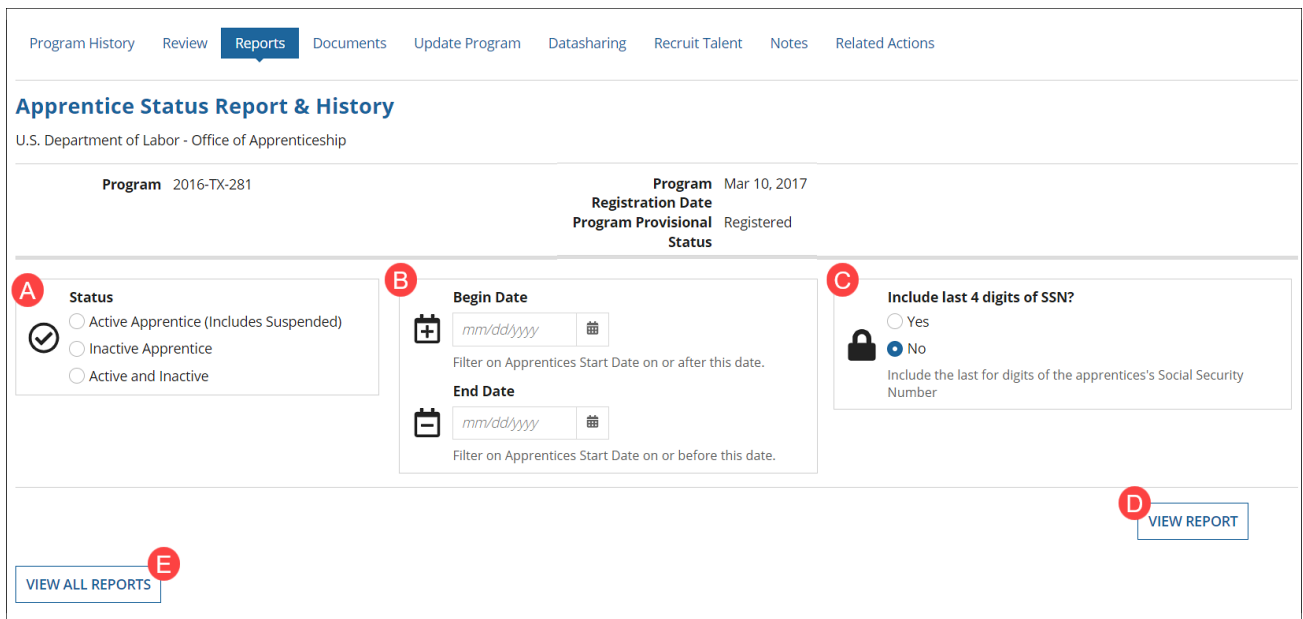
Figure 49 - Apprentice Status Report & History

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.

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.

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."
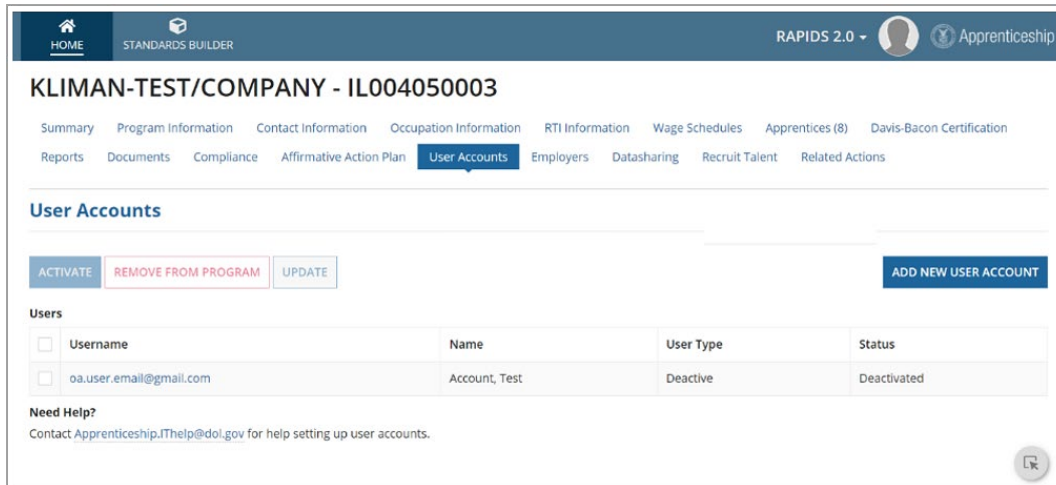
Figure 52 - Program User

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."
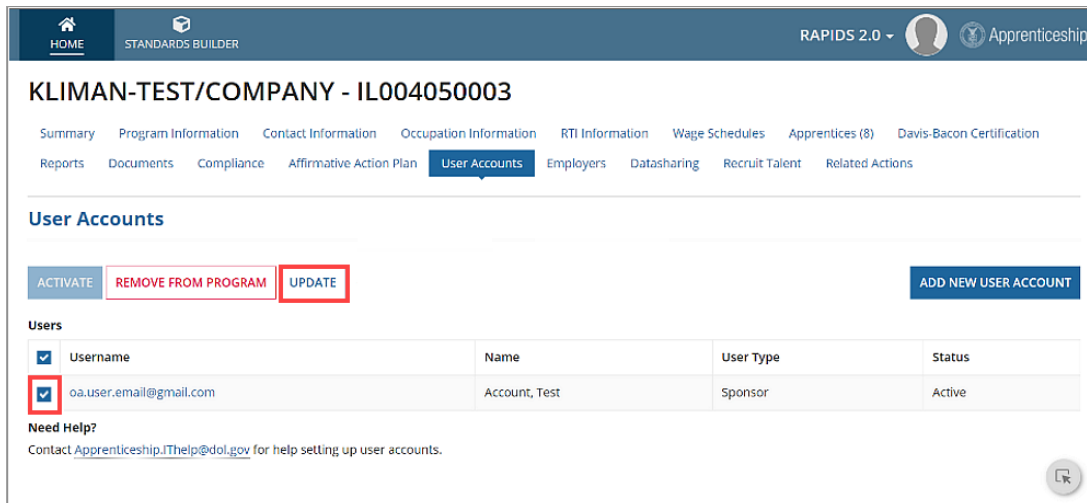
Figure 53 - Update User Account

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.
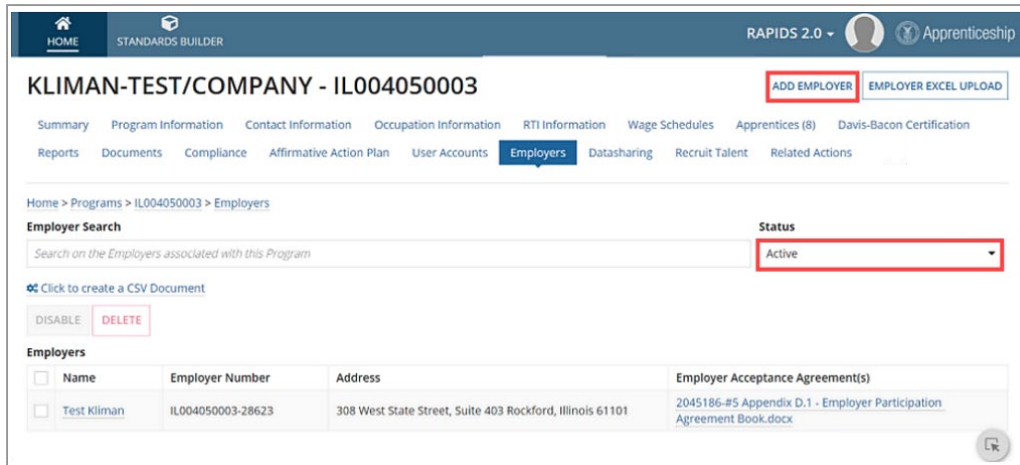

Figure 54 - Add Employer

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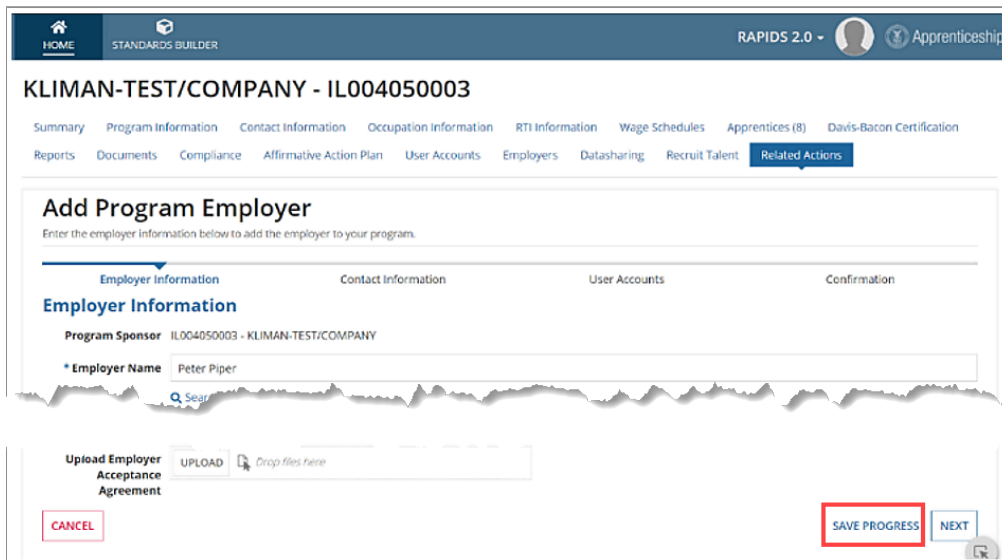7. Select "Save Progress" and "Next."

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.

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.

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."

Figure 58 - Occupation Selection

3. Select "RTI Provider Selection."
4. Click "Next."

Figure 59 - RTI Provider Selection

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

Figure 60 - Wage Schedule Selection

7. Review selected information.
8. Either select "Save & Exit" or "Save & Select Another Occupation."
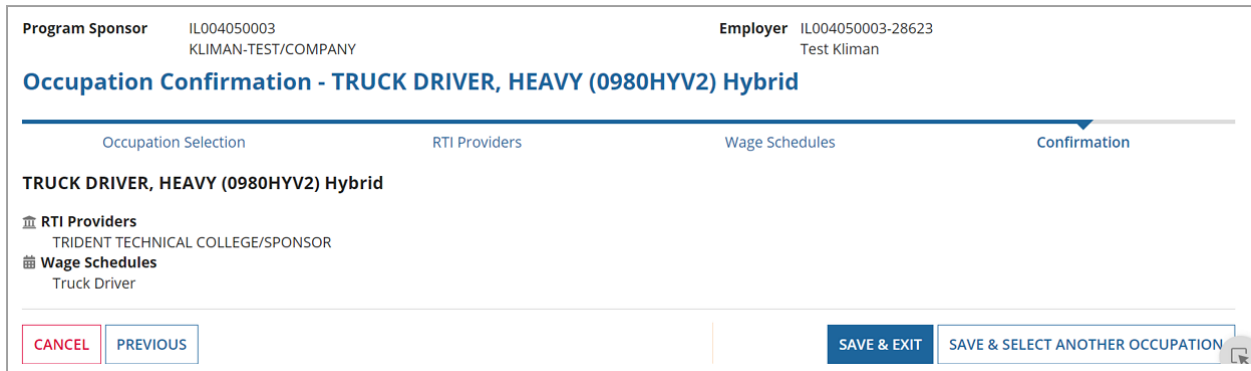
Figure 61 - Review Occupation Selection

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."
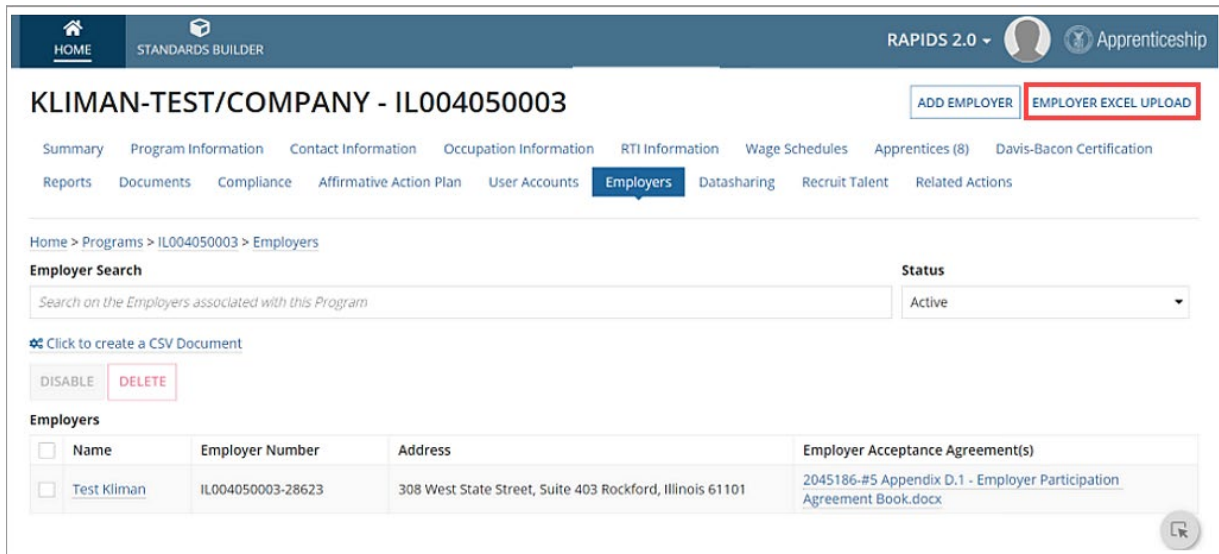
Figure 62 - Employer Excel Upload

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."

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."

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.

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 Apprentice.gov.

Figure 66 - Program Data Sharing

4.14 Recruit Talent

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

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

Figure 67 - Recruit Talent

4.14.1 Apprenticeship Job Entry – Post-New Job

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

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

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.

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.
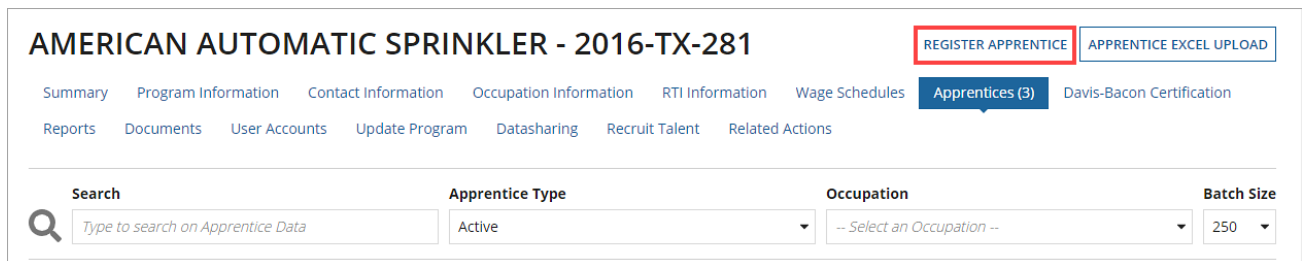
Figure 70 - Register an Apprentice

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."

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."

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."

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.

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.

Figure 75 - Register an Apprentice – Apprentice Registration

5.2 Apprenticeship Agreement (671)

5.2.1 Individual Apprenticeship Agreement (671)

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

Figure 76 - Individual Apprenticeship Agreement – Apprentice

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

Figure 77 - Individual Apprenticeship Agreement – Generate Apprentice 671

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

Figure 78 - Individual Apprenticeship Agreement – Download Apprentice

5.2.2 Generating Apprenticeship Agreement (671)

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

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

Figure 79 - Bulk Apprenticeship Agreement – Apprentice

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

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

⌄ 👥 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 Apprentice

This option only works with active Apprentices.

5.3.1   Individual Complete Apprentice

1. Select the "Apprentices" tab in the Program Sponsor view.
2. Select "Apprentice Number."
3. Select "Complete."
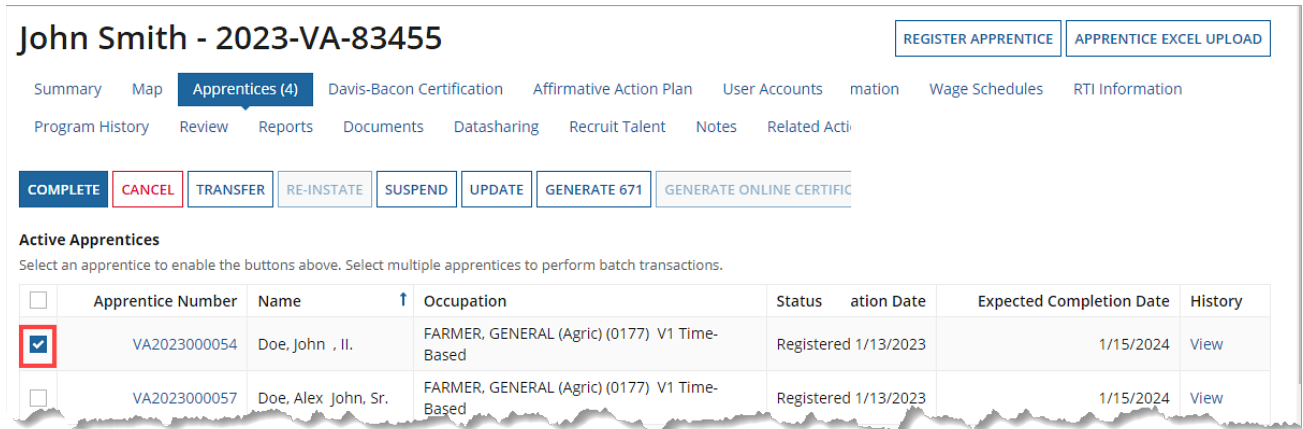
Figure 82 - Individual Complete Apprentice – Apprentice

4. Enter "Completion Wage" and "Completion Date."
5. To remove an Apprentice(s) from the list, click the "X" next to the Completion Date.
6. Click "Save & Submit Completion."
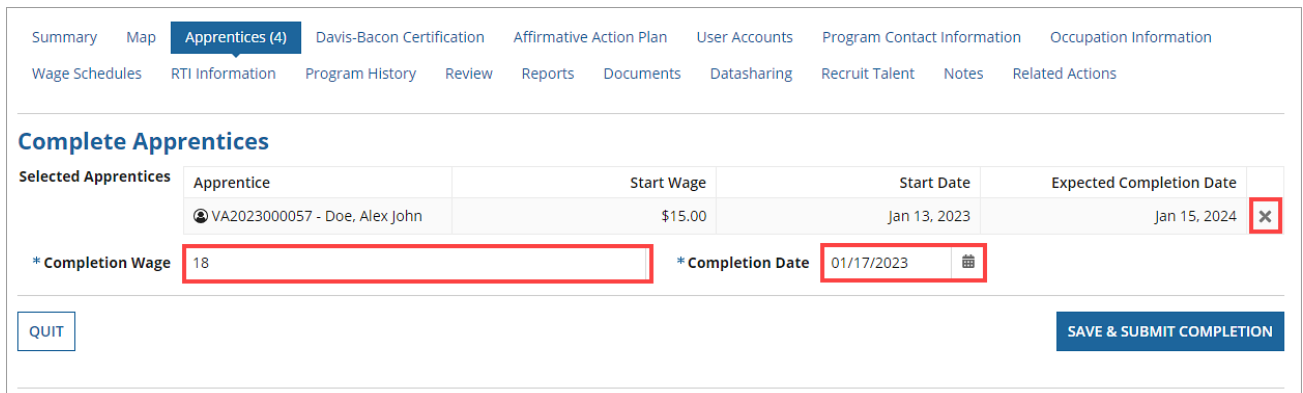
Figure 83 – Completion Apprentice Wage & Date – Submit Completion

5.3.2 Bulk Complete Apprentices

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

Figure 84 - Bulk Complete Apprentices – Apprentice

5.3.3 Interim Complete Apprentices

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

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

Figure 85 - Interim Complete Apprentice – Apprentice

4. Enter "Completion Wage" and "Completion Date."
5. Select "Next."

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."

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.
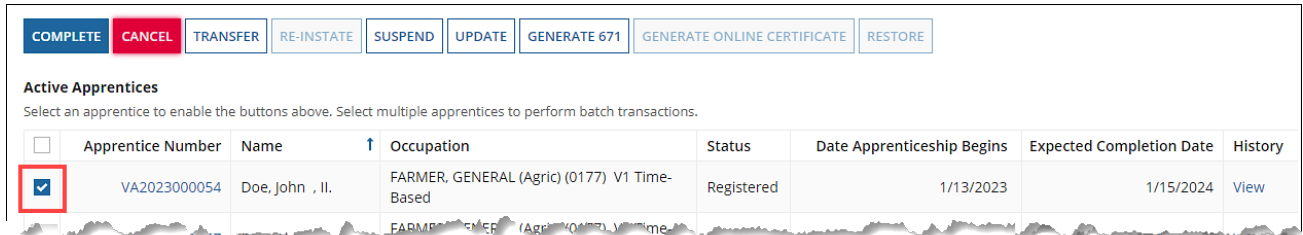3. Select an "Apprentice."

4. Select "Transfer."
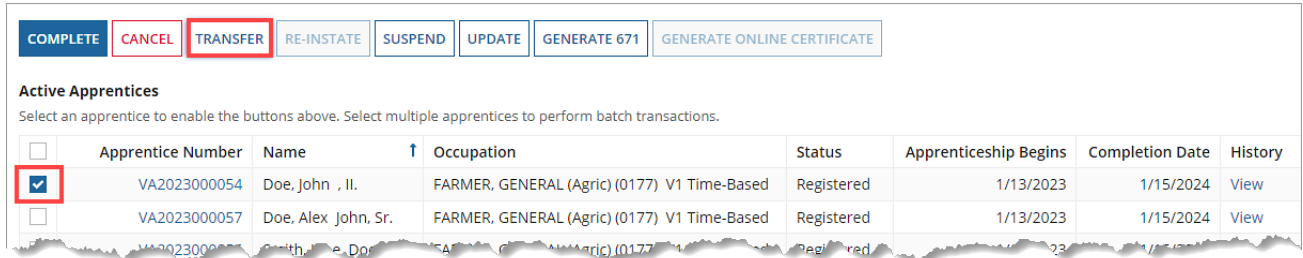
Figure 90 - Individual Transfer Apprentice – Apprentice

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."

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.
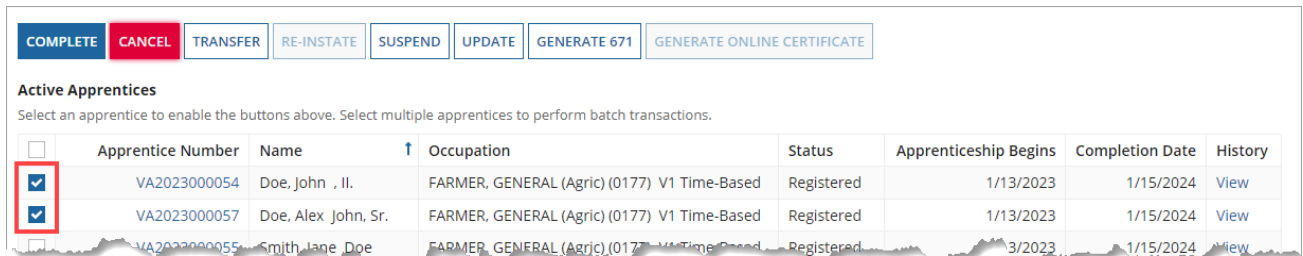

Figure 93 - Bulk Transfer Apprentices – Apprentice

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."
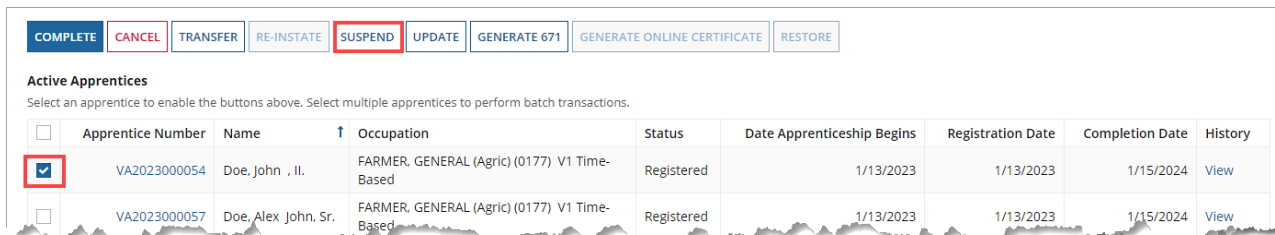
Figure 94 - Individual Suspend Apprentice – Apprentice

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."
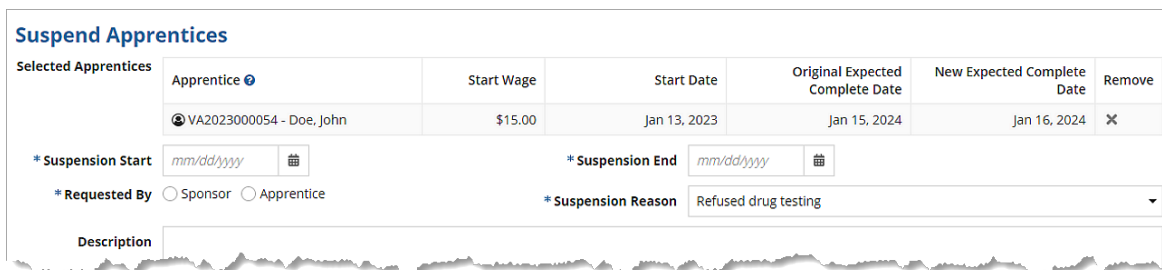
Figure 95 - Individual Suspend Apprentice – Request

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.
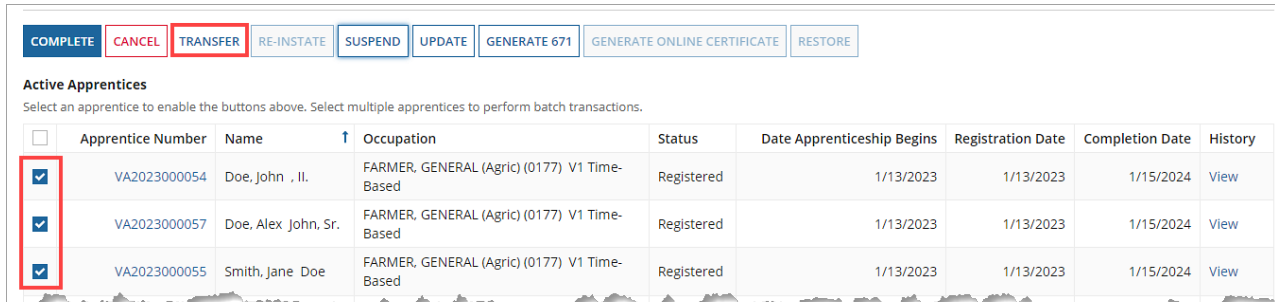

Figure 96 - Bulk Suspend Apprentices – Apprentice

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.
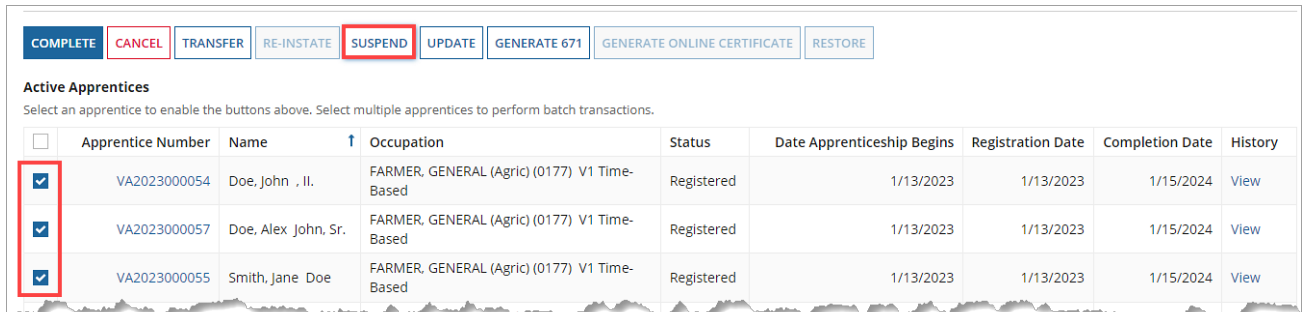3. Select a "Suspended" or "Canceled Apprentice."
4. Select "Re-Instate."
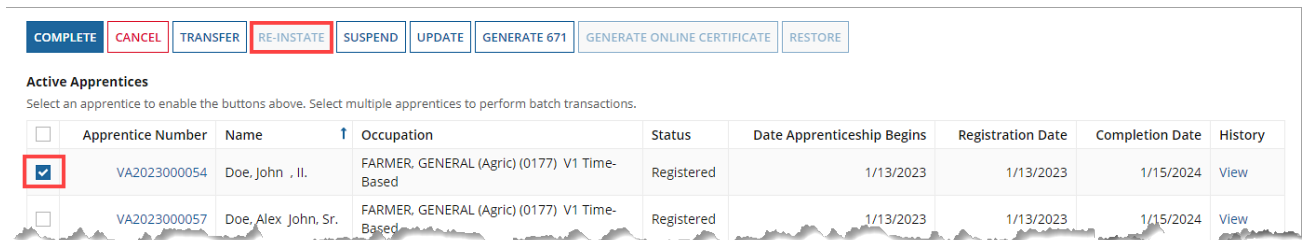
Figure 97 - Individual Re-Instate Apprentice – Apprentice

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."

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.
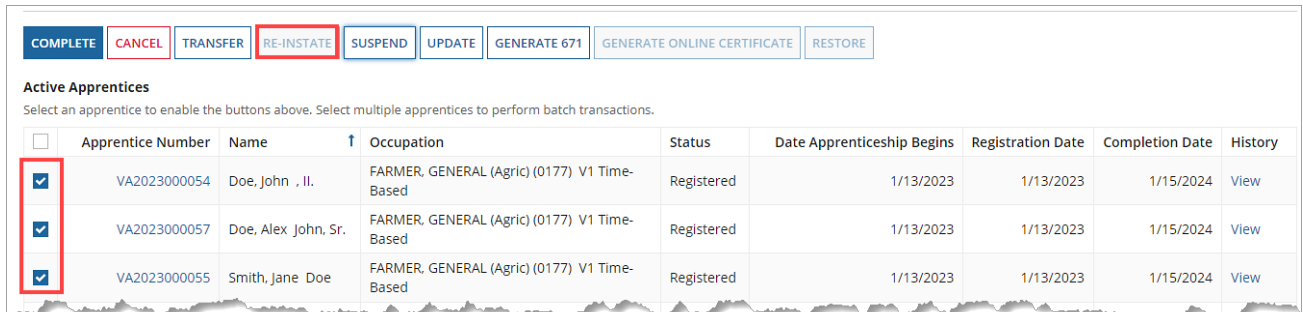3.   Select an "Apprentice."
4.   Select "Update."
5.   Enter "Expected Completion Date."
6.   Select "Related Training Instruction Provider" from drop-down.
7.   Select "Wage Schedule."
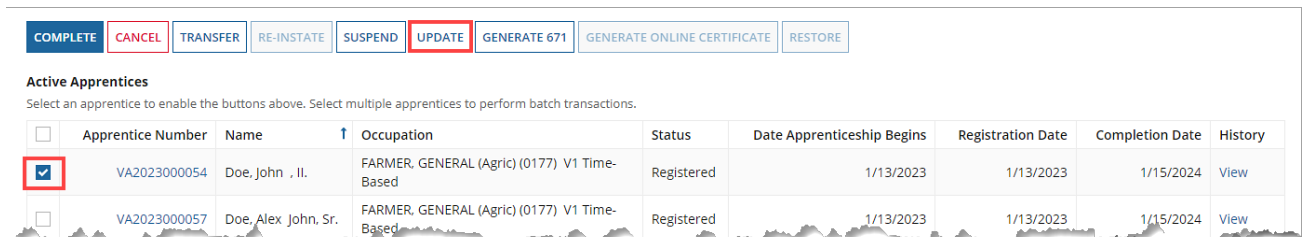8.   Select "Submit."

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.
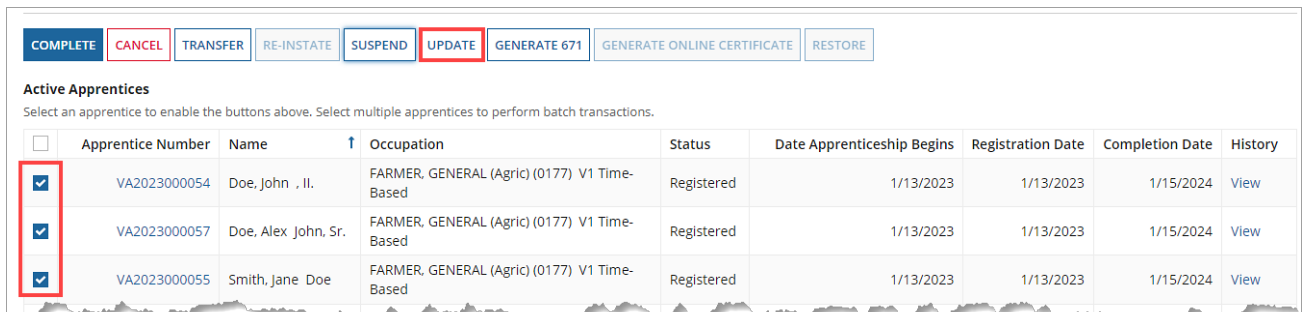

Figure 101 - Bulk Update Apprentices – Apprentice

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.
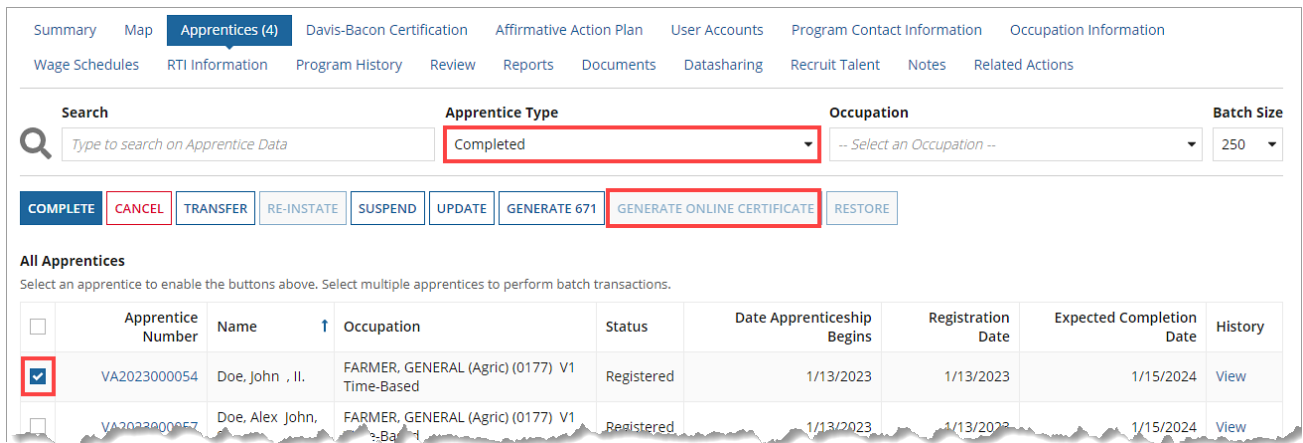

Figure 102 - Individual Completion Certificate

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.

Figure 104 - Bulk Completion Certificates

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

Figure 105 - Bulk Apprentice Certificates Generation

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

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).

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.
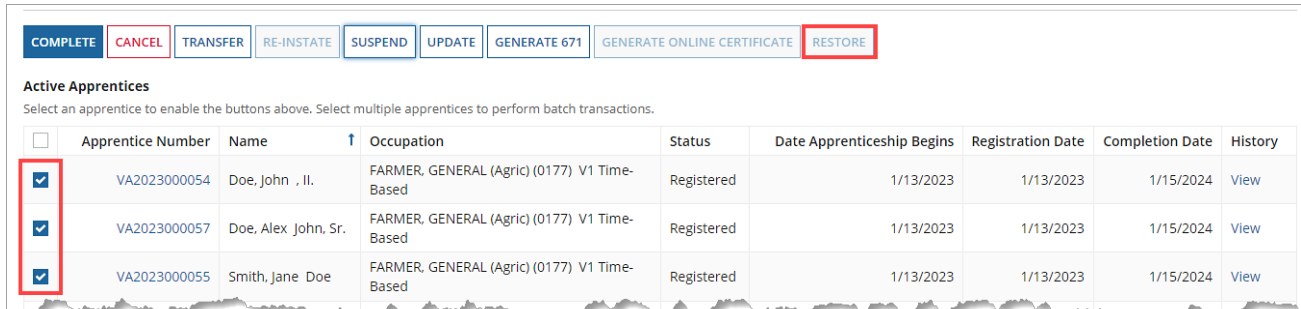

Figure 108 - Bulk Restore Apprentices – Apprentice

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.
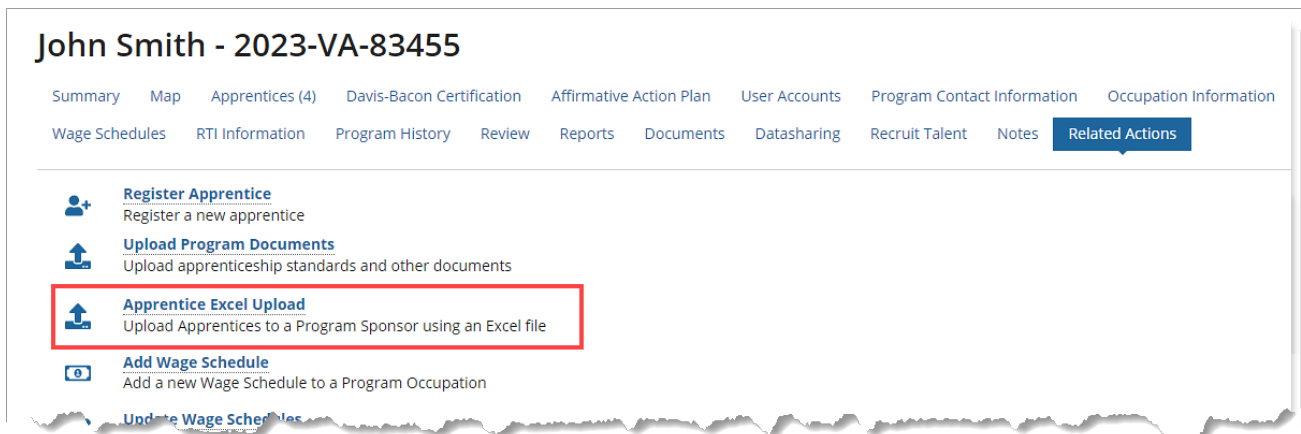3. Select "Apprentice Excel Upload."

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.

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