PROGRAM BUILDING:

FINDING THE RIGHT TEMPLATE FOR YOUR RAP

MONDAY JANUARY 12TH, 2:30-3:30PM

Apprenticeship ILLINOIS.com

Prepare • Train • Retain

Illinois Department of Commerce & Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor

Nate Carlson, Technical Assistance

ABOUT APPRENTICESHIP ILLINOIS:

Our Regional Specialists will…

- o Conduct in-person and virtual apprenticeship outreach through events and employer consultations

- o Receive and pursue referrals received to the Apprenticeship Illinois website

- o Work with employers to fully develop and register their apprenticeship programs from start to finish

- o Connect employers to intermediary partners and other applicable services

APPRENTICESHIPS CAN BE EASY!

We can simplify the pieces of information needed to register an apprenticeship program into three easy categories:

The 3 C's of Registered Apprenticeship!

1. Competencies

2. Coursework

3. Compensation

COMPETENCIES

What skills should the apprentice have by the time they have completed their apprenticeship?

COURSEWORK

What training will the apprentice receive to support their skills growth?

COMPENSATION

How much is the apprentice going to be paid, and how are they going to earn their wage increases?

WORDS, WORDS, WORDS

The Technical Term: "Work Process Schedule"
The Form Title: "Appendix A"
Specialist Jargon: "Competency List/Template"

When speaking with businesses, we will always refer to it as an <u>Apprenticeship Template!</u>

SO, WHAT IS IT?

Apprenticeship Templates...

- List the job competencies required to complete the program

- Establish the end-goals of training

- Standardize the occupational skillset across multiple employers

- Provide a framework for apprentice training and evaluation

- Allow for real-time documentation of program progress.

- Help determine what supplemental education will be necessary

- Allow us to bridge various systems; ONET, SOC, RAPIDS

- Help employers visualize their program, making it more tangible

WHAT ARE THE COMPONENTS?

- Occupation Title/Codes; remember, sponsors can change occupation titles when registering.

- "Work Activity" - Competency Section Header

- "Tasks" - Individual Competencies, Alphabetically listed.

- Mentor Verification of Competency Attainment (Date/Initials) - Competency and Hybrid-based

- Hours required to earn competency and date attained (Time-based and hybrid)

WHERE CAN I FIND A TEMPLATE?

- Apprenticeship.gov **Occupation Finder**

- ONET Online **Crosswalk**

- **ApprenticeshipStandards.org**

- Industry Organization Websites

EXAMPLES

- "Fish Hatchery Worker"

- "Stewardess"

NEW RESOURCES!

Program Sponsor Guide for Businesses/Employers

Congratulations on registering your apprenticeship program with the US Department of Labor! This guide aims to prepare you for the responsibilities of a registered apprenticeship sponsor and equip you with the knowledge to succeed as your apprentices earn and learn.

Section One: RAPIDS

RAPIDS is the Registered Apprenticeship Partners Information Database System: the official apprenticeship tracking platform supported by the US Department of Labor.

The functions you'll complete within RAPIDS fall into two categories: **(1) Program Management** and **(2) Apprentice Management.**

Program Management includes updates to program contact information, changes to your program's progressive wage schedule, adding or removing occupations from your program, adding or updating information for your related instruction providers, and any changes to your program's worksite ratio of journeyworkers to apprentices.

Apprentice Management includes updates to an apprentice's status, such as marking them as suspended, canceled, or complete. You will also document their related instruction, certifications, and compliance in this section.

Every sponsor must log into RAPIDS at least once every 90 days to keep their account access. It is recommended that sponsors log in monthly. If you lose access to your RAPIDS profile due to inactivity, please contact your ATR.

Any changes you make in RAPIDS will be finalized when your ATR and state director approve them.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

STANDARDS BUILDER CHECKLIST

Are you ready to submit your apprenticeship to USDOL?

COMPETENCIES
1 A Fully Revised Work Process Schedule including...
- [ ] **Program Length and Format**
- [ ] **Occupation Title and Competencies**
- [ ] **Worksite Ratio of Mentors : Apprentices**

COURSEWORK
2 A Supplemental Education Outline including...
- [ ] Training Provider Address/Contact Information
- [ ] Employer Decision: Paid or Unpaid Classroom Time?
- [ ] List of Trainings/Classes with Contact Hours (144 minimum per calendar year of program)

COMPENSATION
3 A Progressive Wage Schedule including...
- [ ] Program Entry and Completion Wages
- [ ] Thresholds for Wage Increases (In Hours or Competencies)
- [ ] Program Probationary Period Length
- [ ] Employer Requirements - Credit for Previous Experience

MISCELLANEOUS
4 A few additional pieces of information including...
- [ ] Business Size, Address, and Contact Information
- [ ] Standardized Hiring Requirements and Procedures
- [ ] Complaint Contact & EEO Protected Bases
- [ ] Union Affiliation (If Applicable)

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

UPCOMING TA PRODUCTS:
(PRODUCTS & SCHEDULE SUBJECT TO APPROVAL/REVISION)

Title	Anticipated Release
Busting Apprenticeship Myths for Employers	1/16/26
Busting Apprenticeship Myths for Post-Secondary Educators	1/16/26
Manufacturing RAP Case Study	1/30/26
Overview of Common RAP Occupations – Manufacturing	1/30/26
Healthcare RAP Case Study	2/27/26
Overview of Common RAP Occupations – Healthcare	2/27/26
Information Technology RAP Case Study	3/27/26
Supporting Registered Apprenticeships with ITAs/OJT Funds	TBA
Supporting Registered Apprenticeships with IWT Funds	TBA
Supporting Pre-Apprenticeship with YWE	TBA

IMPORTANT REMINDERS:

- Reports are DUE 1/30

JOIN WEBINAR LINK	DAYS/TIMES	TOPIC
Zoom	Weekly on Monday & Wednesday 10AM - 2PM	**Technical Assistance Open Office Hours with Nate Carlson:** Come with programmatic or technical questions!
Webinar (Join)	Weekly on Wednesdays 10:00am-11:00am	**Illinois workNet Open Office Hours:** Have a technical reporting question? Drop in on Wednesdays.
Webinar (Join)	First Wednesday Monthly 1:30pm-2:30pm	**Illinois workNet Monthly Technical Assistance Check-In:** This monthly webinar presents grantees with information on recent system updates, bug fixes, and upcoming changes to the platform. Additional time is allotted for Q&A and individual assistance.
		Access Technical Assistance Recordings and Agendas.