

APPRENTICESHIP INTERMEDIARIES: REPORTING IN ILLINOIS WORKNET

WEDNESDAY, SEPTEMBER 3RD 1:30-2:30PM

Apprenticeship
ILLINOIS.com

Prepare • Train • Retain



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

TODAY'S AGENDA:

Technical Assistance Overview

WBLA Initiatives Update

Why Reporting Matters

WorkNet Training – Dee Reinhardt

WE ARE HERE TO HELP!

- Programmatic: Nate Carlson, Ivy Hood, Jennifer Foil
Drop-In Office Hours available through ApprenticeshipIllinois.com
- Reporting (Technical): Dee Reinhardt, Ivy Hood, Nate Carlson
Resources and Live TA available through illinoisworknet.com/appilpartners
- Reporting (Budget/Spending): Chase Martin, Jennifer Foil



ADDITIONAL TA RESOURCES

- Program Manual - Coming Soon
- Apprenticeship Bootcamp 2025
 - [Registration Now Open](#) (\$50 per Attendee)
- Lunch & Learn Webinars:
 - MONDAY, September 8th – Best Practices for Train-the-Trainer/Mentorship in Registered Apprenticeship Programs <https://illinoisstate.zoom.us/meeting/register/swo8YxQQQkKprgSoJrBrZA#/registration>
 - September 22nd – Best Practices for Consultative Sales Outreach to Potential Apprenticeship Employers <https://illinoisstate.zoom.us/meeting/register/TMNxbys1RI-9dLxG5PW5wQ#/registration>

WBLA COMMITTEE INITIATIVES

- Monthly Report/Support for RAP Expansion
- Apprentice Ambassador applications are now open! If you have great local programs/apprentices that you want to be featured, now is the time for them to apply!
<https://www.illinoisworknet.com/ApprenticeshipIL/Pages/Ambassadors2026.aspx>
- The Apprenticeship Catalyst Program is accepting applications on a rolling basis– nominate your local business champions!
<https://www.illinoisworknet.com/ApprenticeshipIL/Pages/Ambassadors2026.aspx>

REMINDERS

- Stay connected! Feel free to reach out to your fellow intermediaries for support and collaboration!
- If you develop or discover resources that you would like to be shared with the cohort, send them to Nate!
- Thank you for all that you do!



WHY DATA INTEGRITY MATTERS:

- Our reporting data for USDOL is only as good as the data you input into Illinois WorkNet.
- Our state partners and stakeholders want to know all the exciting things going on with work-based learning in Illinois! We can only keep them updated on your work if you keep us updated!
- We want actionable data for future cohorts and apprenticeship expansion efforts
- Regularly (*at least weekly!*) updating the workNet portal with case notes related to your activities has been shown to improve participant retention for apprenticeships and other work-based learning programs.



APPRENTICESHIP IL REPORTING GUIDE: ILLINOISWORKNET.COM/APPILPARTNERS

APPRENTICESHIP ILLINOIS GRANTEE REPORTING GUIDE

< Workforce & Education Partner Resources

Apprenticeship Illinois >

This guide is intended for Grantees using the Apprenticeship Illinois Program reporting system.
Only grantees and partners with access will see the program listed in their Customer Support Center Groups.

For employers interested in connecting with an Apprenticeship Specialist or learning more, visit the [Employers](#) page. For career seekers looking for apprenticeship opportunities, visit the [Career Seekers](#) page.

Access [Apprenticeship Illinois Intermediary Tools](#) in the [Customer Support Center](#).

Access [Apprenticeship Illinois Specialist Tools](#) in the [Customer Support Center](#).

Apprenticeship Illinois is a restricted platform, and only identified staff will be provided access at this time.
To request access, see the instructions below:

- [Request Access to Apprenticeship Illinois Partner Tools](#).
- [Submit a Help Request](#).
- Need assistance? Log in to Illinois workNet and submit a [Help Desk Ticket](#).



Grantee Reporting

Complete regular and quarterly reporting for Apprenticeship Illinois.



Specialist Resource Hub

Access instructions, tutorial videos, tools, and policy documents.



Intermediary Resource Hub

Access instructions, tutorial videos, tools, and policy documents.



Technical Assistance Recordings

Find technical assistance recordings and meeting notes.

APPRENTICESHIP IL REPORTING GUIDE: INTERMEDIARY RESOURCE HUB

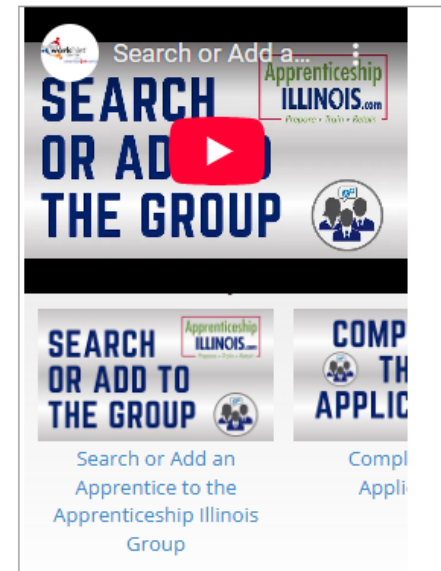
Intermediary Guide

Visit the [Getting Set Up in Illinois workNet page](#) for information on gaining access and setting up a Work Plan. For directions on how to log into Illinois workNet and access Apprenticeship Illinois, [click here](#).

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Add the Apprentice/Pre-Apprentice

1. **Add an Apprentice to the Group**
 - Instructions: [Search or Add an Apprentice](#)
 - Video: [Search or Add an Apprentice](#)
 - [Incumbent Worker Definition](#)
2. **Complete the Application**
 - Instructions: [Complete the Application](#)
 - [Copy of Application](#)
 - Video: [Complete the Application](#)
3. **Enrolling the Apprentice**
 - Instructions: [Eligibility Verification](#)
 - Video: [Verify Eligibility and Enroll the Apprentice](#)
4. **Assessments Tab**
 - Instructions: [Assessments](#)
 - Video: [Assessments Tab](#)



HELP REQUEST REMINDER

If you are experiencing bugs or technical difficulties in completing your reporting, it is crucial that you submit Help Request tickets to Illinois WorkNet.

Issues will not get fixed if we do not report them!

Cc Ivy, Nate, and/or Jen on Help Requests so we can stay notified of possible issues with workNet Reporting

