

Purpose:

Training program information is a critical component of the intake process. If program information is not entered into the system, customers cannot be enrolled into the program. If the information is not accurate, incorrect recommendation will be provided to the customer. The intake process includes three main steps:

1. Customer completes the online intake form.
2. **Training program “hard stop” data** in the Illinois workNet system is compared to each customer’s responses as they complete the intake get recommendations section. The system will provide a list of recommended and non-recommended training programs. The customer may choose to stop at this point or complete the form.
3. Staff complete the intake review by:
 - a. Reviewing the customer’s intake form responses;
 - b. Comparing their responses to the training program baseline requirements; and
 - c. Discussing the results and options with the customer to identify a good customer/program match.

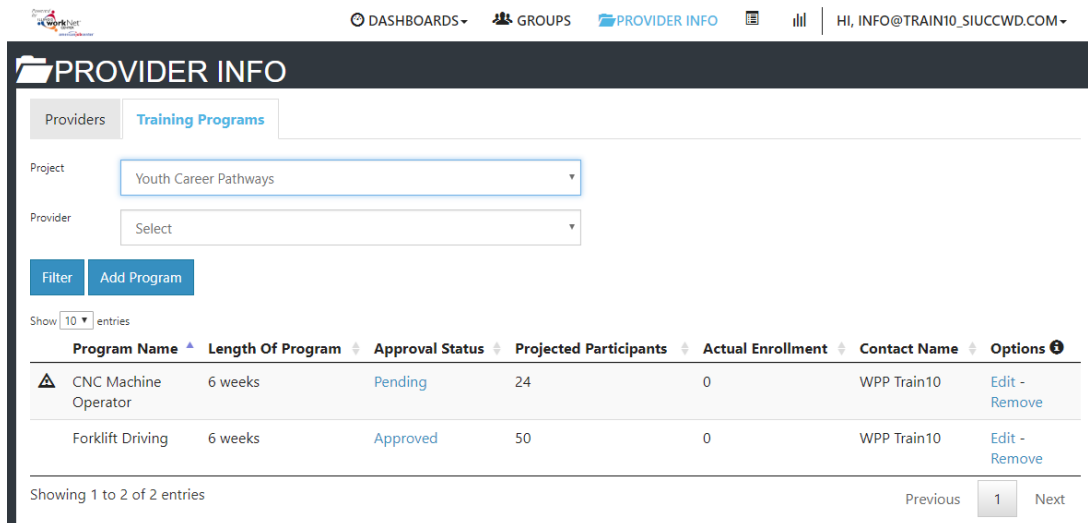
Who Enters/Maintains Data:

Grantee staff associated with an agency/program in the Illinois workNet system can add/update training program information. It is the provider’s responsibility to add and maintain accurate training program information.

Commerce grant managers approve the program once the credentials associated with the program have been approved and all related information is complete and accurate.

How to Access Youth Apprenticeship Customer Support Center/Tools:

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** then select **Dashboard/Partner Tools**.
3. Select **Customer Support Center**.
4. Select the **Provider Info** in the top menu.
5. Select **Training Programs**. Note: If you have been provided with access to more than one project/provider, select the appropriate project/provider.



Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enrollment	Contact Name	Options
CNC Machine Operator	6 weeks	Pending	24	0	WPP Train10	Edit - Remove
Forklift Driving	6 weeks	Approved	50	0	WPP Train10	Edit - Remove

Add/Edit Customer Training Program in Illinois workNet

Before you enter a training program, make sure you have the following information for each individual program.

1. **Add Program Information:** Enter a **training program**. If you have access to more than one provider, you will need to enter the information in for each training program/provider. There are three options for entering a training program:
 - a. Select the type of program offered and link to/provide related apprenticeship information when required.

Program Type	Program Description
Registered Apprenticeship	An apprenticeship registered with the U.S. Department of Labor meeting the standards defined by USDOL. It is an employer-driven model that combines on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skill standards. There are five key elements of apprenticeship: Business involvement; Structured on-the-job training; Related instruction; Rewards for skill gains; Industry-recognized credentials.
Pre-Apprenticeship	A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a Registered Apprenticeship which includes all of the following: <ol style="list-style-type: none"> a. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship. b. Access to educational and career counseling, and other supportive services as needed by participants. c. Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework. d. Upon successful completion of the program, participants are supported to apply for a Registered Apprenticeship program, and may receive preference for enrollment.
Illinois Apprenticeship	Non-Registered Apprenticeship in Illinois - An apprenticeship that is not registered with the U.S. Department of Labor, but that meets all Registered Apprenticeship criteria other than application for registration.
Illinois Pre-Apprenticeship	A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a non-registered Apprenticeship which includes all of the following: <ol style="list-style-type: none"> a. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship. b. Access to educational and career counseling, and other supportive services as needed by participants. c. Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework.

	<p>d. Upon successful completion of the program, participants are supported to apply for Non-Registered Apprenticeship program, and may receive preference for enrollment.</p>
<p>Youth Apprenticeship</p>	<p>A program for youth (ages 16 to 24) currently enrolled in secondary education or pursuing a high school equivalency, including those with disabilities, that include, at minimum, the following:</p> <ol style="list-style-type: none"> 1. 450 hours of paid on-the-job training under the supervision of a mentor; 2. At least 2 semesters of related instruction that ideally counts towards a high school and/or postsecondary credential, but minimally leading to an Industry Credential; 3. Ongoing and a final assessment measuring success in mastering skill standards; 4. Career exploration where participants learn about several positions within the employer and the field; and 5. Wraparound supports (e.g. case management and counseling) and holistic upskilling (e.g. technical skills and soft skills). 6. Upon successful completion of the program, participants are supported to apply for one or more of the following: entry-level employment, admission to a Registered Apprenticeship or Non-Registered Apprenticeship program, or admission to other articulated postsecondary education options (including 2- and 4-year programs).
<p>Career Pathways</p>	<p>A combination of rigorous and high-quality education, training, and other services that aligns both vertically and horizontally across Secondary Education, Adult Education, Workforce Training and Development, Career and Technical Education, and Postsecondary Education systems, pathways and programs. It includes collaborative partnerships with these entities, business and industry, along with human services agencies, corrections and other community stakeholders, as a foundational structure for sustainability and high quality. Multiple entry and exit points are included to facilitate individuals building their skills as they progress along a continuum of education and training and advance in sector-specific employment.</p> <p>Ten Elements</p> <p>The Illinois Workforce Innovation Board envisions ten success elements for serving opportunity youth. These elements demonstrate the principles, strategies, and criteria in the Illinois' Unified State Plan and how various funding sources may be blended for full regional ownership and sustainability:</p> <ol style="list-style-type: none"> 1. Partnerships with education, employers, and workforce boards to plan and leverage resources; 2. Business engagement in developing and managing career pathway programs; 3. Credentials, certifications, and/or postsecondary access that result from career pathway programs; 4. High-demand industries and higher skill occupations that meet youth earnings and career goals; 5. Work-based learning opportunities to experience the work-place; 6. Individual career/employment plans for each youth participant; 7. Individual supports available to meet the unique needs of each participant; 8. Contextualized learning and work-based skills that prepare youth for employment; 9. Measurement of results and continuous improvement methodology to enhance program quality; and 10. Sustainability plans that connect the program to broader, long-term employment strategies.

WIOA APPROVED TRAINING PROGRAM INFORMATION

- Use a WIOA Approved Training Program Search
- Training program is not listed in the WIOA Training Program search [Submit Request for WIOA Training Program Approval](#). Once the training program is a WIOA approved training program, return to this tool. Select the program using the WIOA approved programs search and continue to enter the remaining program information.
- This program has been entered into IWDS. This program is not required to be included in the WIOA approved training program search.
- Submit training program for approval. This program is not required to be included in the WIOA approved training program search, but needs to be added to IWDS for this grant.

- b. **Select from the approved WIOA training program list.** The following information will be auto populated if the information is available. If you do not use an approved WIOA training program or if the information is not available, you will need to enter the information.
 - i. **Program Name**
 - ii. **Program Description**
 - iii. **Provider Name**
 - iv. Add the **training program location** information. This information is used in the suitability review. The system will use the customer’s address and the training program location to provide the distance the customer will need to be able to travel.
 - v. Enter **time (weeks) to complete** the training program (not including remediation).
 - vi. Identify the **training program career pathway**. This is a “**recommendation hard stop**” when it is compared to the customer initial assessment.
 - vii. Enter the **CIP, SOC, and NAICS codes**. Use the search feature in the system to select the appropriate codes.
 - viii. Use the **Career, Wages, and Trends link** to find the target occupation job information. This link will be available with the training program information. It will be helpful in the suitability process when discussing career/training program options.
 1. Navigate to the target occupation and copy the URL.
 2. Go back to the training program information page and paste the URL in the CIS URL Link Field.
 - ix. Identify the **number of participants** you expect to serve for each program.
 - x. Identify the **program contact person**. This should be the person who is responsible for maintaining this information. Only those who have access to the Illinois workNet Youth Career Pathway tools will appear in the drop down list.
 - xi. Identify **minimum age** for a program.
- c. Submit a request to add a program to the approved WIOA training program list. This will need to be approved by Commerce. Once it is approved, you can select the training program from the WIOA approved training program list and complete the remaining required information.
- d. Indicate this program has been entered into IWDS. This program is not required to be included in the WIOA approved training program search.
- e. Submit a training program, for Commerce approval, that is not required to be in the WIOA approved training program list. Complete all of the required training program field. NOTE – The following training provider information is needed for entering the provider into IWDS. Please send the information to kristofer.theilen@illinois.gov.

- Provider Name
- Address (street address, city, state, zip, county)
- Phone
- Contact – name, address, phone, email, are they the primary contact, title
- FEIN # - (if they have everything else we can probably google this)
- Location accessible to people with disabilities?
- Business functions
- What program/title(s)
- Program/title start and end dates
- What activities in each title

2. Add Baseline Requirements:

- a. Does your agency offer or have access to a **remediation/bridge program**?
- b. Is the **target audience** in-school youth or out-of-school youth?
- c. Identify the training provider **institution sector/type** (e.g., public university vs. for-profit technical/vocational school).
- d. Identify **program goals** (e.g., journeyman certification, associates degree, license).
- e. How training is **offered/delivered** (e.g., classroom, on-the-job training)?
- f. What are the minimum requirements to enter the program?
 - Math Requirement
 - Degree Requirement
 - Industry Recognized Credential
 - Fluent English
 - Fluent Spanish
 - Fluent Chinese
 - Fluent Polish
 - Other
- g. What is the lifting requirement for program entry?
 - 55 Pounds
 - 50 Pounds
 - 30-40 Pounds
 - 25 Pounds
 - Less Than 25 Pounds
- h. What is the standing requirement for program entry?
 - 8 Hours
 - 6 Hours
 - 4 Hours
 - 2 Hours
 - Less Than 2 Hours
- i. Are participants required to sit for long periods of time in the related job?
 - Yes
 - Yes, but they can get up from time to time

- No
- j. Which of these tests are participants required to pass? (“Hard stop” requirement) Select all that apply.
 - TB Test
 - Hepatitis Screening
 - Test or screening is not required
- k. What is the minimum drug test requirement for participants? This is a **“recommendation hard stop”** when it is compared to the customer pre-screening/application.
 - A drug test is not required
 - Must be currently drug free and can pass a drug test
 - Must be drug free for at least 30 days prior to the time they submit the application
 - Must be willing to make changes to be able to pass a drug test
- l. What are the vision requirements? This is a **“recommendation hard stop”** when it is compared to the customer pre-screening/application.
 - Must be able to see without glasses or contacts
 - Vision corrected with glasses or contacts is acceptable
 - Vision is not required
- m. What are the appearance requirements? Select all that apply. This is a **“recommendation hard stop”** when it is compared to the customer pre-screening/application.
 - Needs to have natural hair and make-up
 - Needs to cover tattoos during work hours
 - No appearance requirements
- n. What are the taste or smell requirements? Select all that apply. This is a **“recommendation hard stop”** when it is compared to the customer pre-screening/application.
 - Needs to tolerate cooking smells including unpleasant smells
 - Needs to taste foods prepared by the participant
 - No taste or smell requirements
- o. Can the participant have more than 3 motor vehicle tickets/instances in the past three years? This is a **“recommendation hard stop”** when it is compared to the customer pre-screening/application.
 - Yes
 - No
- p. Is a valid driver’s license required for the program? This is a **“recommendation hard stop”** when it is compared to the customer pre-screening/application.
 - Yes
 - No
- q. What kind of background check is required? Select all that apply. This is a **“recommendation hard stop” (for ages 18 and older)** when it is compared to the customer pre-screening/application.
 - Background check is not required for this training/career path
 - Must not be a registered sex offender
 - Must not have a violent felony conviction

- Must not have a non-violent felony conviction
 - Must not have a misdemeanor conviction within the past 7 years
 - Must not have been on probation within the last 10 years (excluding traffic violations)
- r. How can this training program be accessed? Select all that apply.
- Bus
 - Train
 - Driving
- s. What are the primary language(s) spoken for this program? Select all that apply.
- English
 - Spanish

3. Enter the following information for each **credential**:

- a. Credential details:
- i. Select a credential from the **Credential Registry**.
 - ii. Enter a credential for Commerce approval.
 1. Credential Name*
 2. Credential Type*
 3. Institution/Owner of Credential*
 4. Description*
 5. Level of Degree (Bachelor', Post-secondary, etc.)
 6. Occupations
 7. Industries
 8. Subject Areas
- b. What is the **outcome of successfully completing** the program?
- i. **Earn** credentials upon program completion.
 - ii. **Prepares** customer to take an assessment to earn a credential.

