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Access Business Engagement Tools

1. Select **Business Engagement Tools**

2. Select **Organization Information**

- Filter **Grantee**
- Click on the **Organization Name** that the apprenticeship will be added to.
- The **Search box** can also be used to search for the organization name.

Add a New or Expanded Pre-Apprenticeship

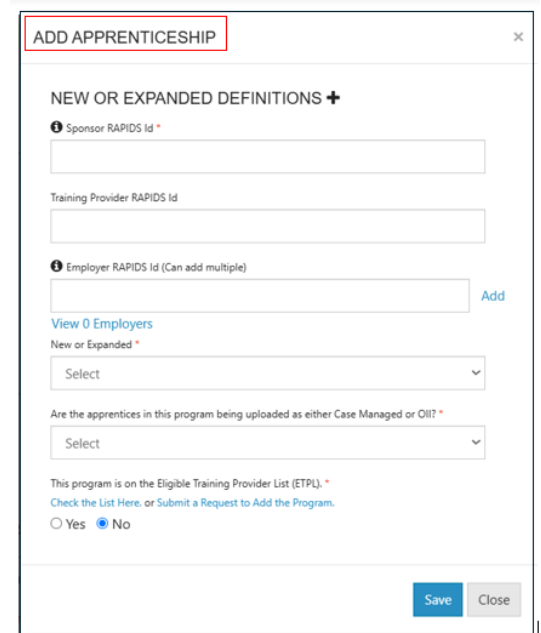
1. On the Organization, **scroll down** to the Apprenticeships section.

- **Click** Add Apprenticeship



2. Complete the **Add Apprenticeship modal**:

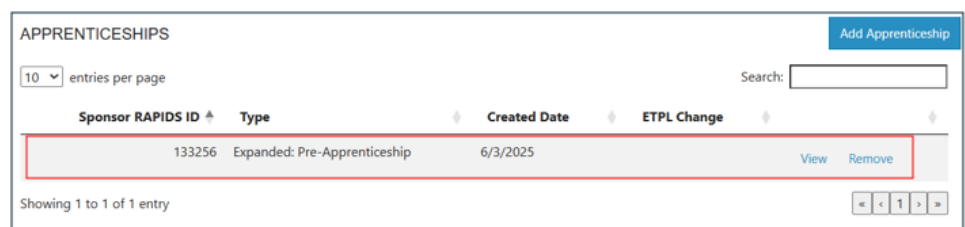
- The + sign and info bubbles provide additional information to assist with completing the modal.
- Enter **RAPIDS ID** for the Sponsor. This field is required.
- Enter **Training Provider RAPIDS ID** if known.
- Enter **Employer RAPIDS ID** if known. More than one ID can be entered here if this is a sector partnership or employer collaborative.
- Select **from the list** (expand the definitions at the top of the modal):
 - New Program
 - Expanded: Added New Industry
 - Expanded: Added New Occupation
 - Expanded: Added New Employer
 - Expanded: Used Funds to Add Apprentices
 - Expanded: Pre-Apprenticeship
 - New Pre-Apprenticeship
- Select **how the apprenticeship will be served**:
 - Case Managed
 - OII
 - Apprentices will not be uploaded to workNet
- Select **'Yes' or 'No'** to indicate whether the program is on the Eligible Training Provider List (ETPL). Select 'No' if the program is not yet on the ETPL.
 - To verify click the link to check the list.
 - If it is not on the list, click the link to submit a request to add the program.
- Click **Save**



The modal form titled 'ADD APPRENTICESHIP' contains the following fields and options:

- NEW OR EXPANDED DEFINITIONS +** (Section header)
- Sponsor RAPIDS ID *** (Required text input field)
- Training Provider RAPIDS ID** (Text input field)
- Employer RAPIDS ID (Can add multiple)** (Text input field with an 'Add' button)
- View 0 Employers** (Link)
- New or Expanded *** (Dropdown menu with 'Select' option)
- Are the apprentices in this program being uploaded as either Case Managed or OII? *** (Dropdown menu with 'Select' option)
- This program is on the Eligible Training Provider List (ETPL). *** (Text)
 - [Check the List Here.](#)
 - [or Submit a Request to Add the Program.](#)
- Yes** (Radio button) **No** (Radio button, selected)
- Save** (Blue button) **Close** (Grey button)

3. The added apprenticeship will be **displayed** in the Apprenticeships.



APPRENTICESHIPS				Add Apprenticeship
10 entries per page				Search:
Sponsor RAPIDS ID	Type	Created Date	ETPL Change	
133256	Expanded: Pre-Apprenticeship	6/3/2025		View Remove

Showing 1 to 1 of 1 entry

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