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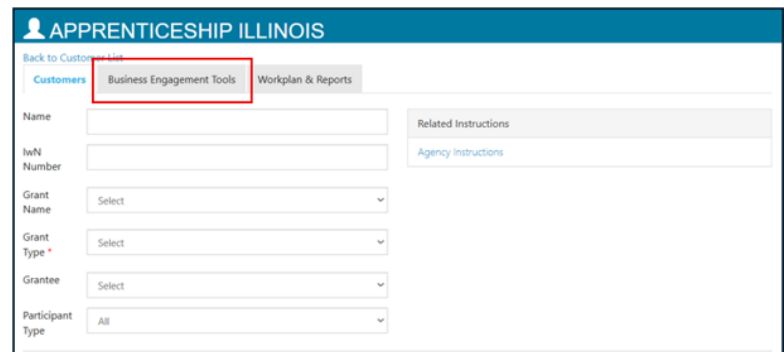
Purpose

The purpose of this section is to add additional or new occupations to a business RAPIDS (Registered Apprenticeship Partners Information Data System) identification number that the partner is working on to develop with the business.

A business can have more than one occupation related to its RAPIDS account. This flexibility allows businesses to register multiple occupations under a single account, which is beneficial for companies that offer diverse apprenticeship opportunities across various roles or departments. Each occupation can be managed with its own set of requirements, standards, and training outlines within the same RAPIDS account.

Access the Business Engagement Tools

1. Select **Business Engagement** Tools





Add Occupation

1. On the **Organization Information** tab, filter by **Grantee**.

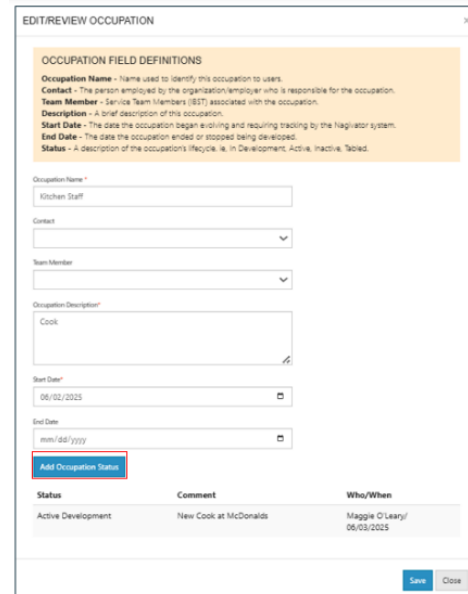
2. If the Organization has already been added, **filter the organization list or search for it** in the search box.

3. Click the **Organization** name. This will open the profile.

4. Scroll down to the **Occupations in Development** section.

5. Click **Add Occupation**

2. Click **Add Occupation Status**



EDIT/REVIEW OCCUPATION

OCCUPATION FIELD DEFINITIONS

Occupation Name - Name used to identify this occupation to users.
Contact - The person employed by the organization/employer who is responsible for the occupation.
Team Member - Service Team Members (ST) associated with the occupation.
Description - A brief description of this occupation.
Start Date - The date the occupation began evolving and requiring tracking by the Navigator system.
End Date - The date the occupation ended or stopped being developed.
Status - A description of the occupation's lifecycle, i.e. In Development, Active, Inactive, Tabled.

Occupation Name *
 Kitchen Staff

Contact
 ▼

Team Member
 ▼

Occupation Description *
 Cook

Start Date *
 06/02/2025

End Date
 mm/dd/yyyy

Add Occupation Status

Status	Comment	Who/When
Active Development	New Cook at McDonalds	Maggie O'Leary/ 06/03/2025

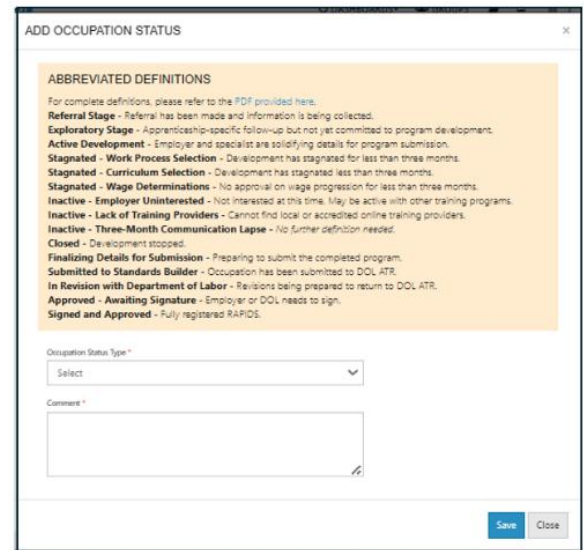
Save Close

3. Select an **Occupation Status Type** from the dropdown list.

- The short definitions are listed at the top of the modal.
- The full list of status definitions can be found [here](#).

4. Enter a **comment about the status**, similar to leaving a Case Note.

5. Click **Save**



ADD OCCUPATION STATUS

ABBREVIATED DEFINITIONS

For complete definitions, please refer to the PDF provided [here](#).

Referral Stage - Referral has been made and information is being collected.
Exploratory Stage - Apprenticeship-specific follow-up but not yet committed to program development.
Active Development - Employer and specialist are solidifying details for program submission.
Stagnated - Work Process Selection - Development has stagnated for less than three months.
Stagnated - Curriculum Selection - Development has stagnated less than three months.
Stagnated - Wage Determinations - No approval on wage progression for less than three months.
Inactive - Employer Uninterested - Not interested at this time. May be active with other training programs.
Inactive - Lack of Training Providers - Cannot find local or accredited online training providers.
Inactive - Three-Month Communication Lapse - No further definition needed.
Closed - Development stopped.
Finalizing Details for Submission - Preparing to submit the completed program.
Submitted to Standards Builder - Occupation has been submitted to DOL ATR.
In Revision with Department of Labor - Revisions being prepared to return to DOL ATR.
Approved - Awaiting Signature - Employer or DOL needs to sign.
Signed and Approved - Fully registered RAPIDS.

Occupation Status Type *
 Select ▼

Comment *

Save Close

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