



Participant File Checklist

Participant's Name: _____

Application Date: _____ Enrollment Date: (if applicable) _____

Required Documentation for Each Stage of the Participant LifeCycle	Documentation Received (Please Initial)				Document Source/Comments
	Yes	No	N/A	Date & Initial	
Outreach and Recruitment					
Pre-screen Assessment (if completed hard copy)					
Application					
Pre-apprenticeship Program Application					
Pre-apprenticeship Program Interview Questionnaire (with scores)					
Enrollment decision letter (acceptance, conditional acceptance, denial)					
Intake and Wrap-Around Services					
Proof of address/Illinois residency					
Age verification					
Proof of Driver's License					
Proof of GED/HiSET or H.S. Diploma					
Relevant Wrap-around service documents					
Student Support Services					
Relevant Student Support Services					
Training					
Career Assessment -Orientation					
Pre-Apprenticeship Training Program Commitment Agreement					
Program Completion					
Certificate of Completion and/or other document indicating successful completion (NCCER/NABTU, OSHA, First Aid/CPR)					

Certificate of Participation (if applicable)					
Other credentials/certificates/certifications earned					
Transition Services					
Documentation of application or placement in DOL Registered Apprenticeship					
Documentation of placement on DOL Registered Apprenticeship Waiting List (if applicable)					
Documentation of placement in a secondary transition					
Follow Up Services					
Other documents relevant to follow-up					
Other documents relevant to supportive services after exiting the program					