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## Definitions and Acronyms

- CSC – Customer Support Center
- Appl – Apprenticeship Illinois program
- IEBS – Illinois Employment Business System
- D&B – Dun and Bradstreet
- IwN – Illinois workNet
- IDES – Illinois Department of Employment Services
- DCEO – Department of Commerce and Economic Opportunity
- LMI – Labor Market Information
- RAP – Registered Apprenticeship Program
- RAPIDS - Registered Apprenticeship Partners Information Database System
- SOC – Service Occupation CODE
- NAICS – North American Industry Classification System

## Purpose of Apprenticeship Illinois Navigator Tools


DCEO's Apprenticeship Illinois grant program provides funds to local workforce areas to support grassroots apprenticeship expansion efforts and business outreach. Each grantee hires or assigns an "Apprenticeship Specialist" who works directly with employers and education partners in their region to develop apprenticeship programs and navigate program sponsors through the registration process with the USDOL.

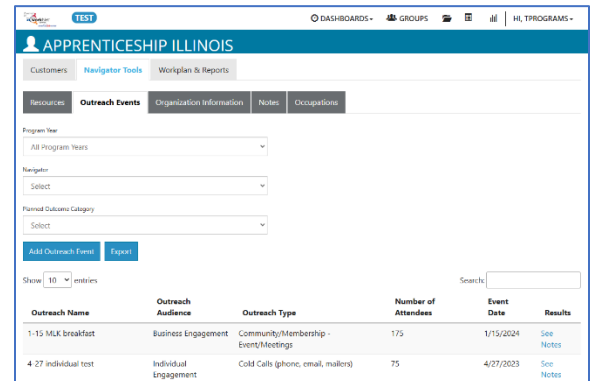
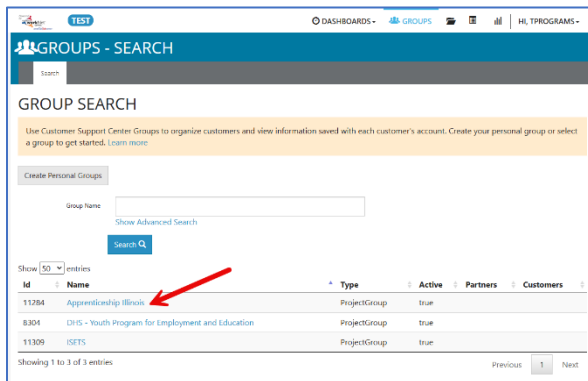
The Illinois WorkNet Navigator Tool is a platform used by grantees and grant staff to track and document business outreach, monitor the progress of apprenticeship programs in development, and share program information with Integrated Business Services Team partners.

## Assign Users

Partners assigned to Apprenticeship Illinois will have access to the Navigator Tools. Speak with the agency Apprenticeship Illinois program coordinator to be assigned to the program in the CSC. They will need the Name, Email, Date of Birth, Zip Code and Phone Number of the new partner to be assigned. Detailed instructions are found on the [User Management page](#) where new partners are added.

## Log-in

- Go to <https://illinoisworknet.com/applpartners>
- Options to access ApplIL in CSC.
  - Click the link  Go to CSC to access Apprenticeship Illinois Dashboard and Partner Tools. Log-in using Illinois workNet user credentials.
  - If already logged in: from My Dashboard menu, click the CSC icon.
- Partners land on the Groups tab in CSC - select Apprenticeship Illinois.
  - Click the Navigator Tools Tab.
  - Outreach will default open.



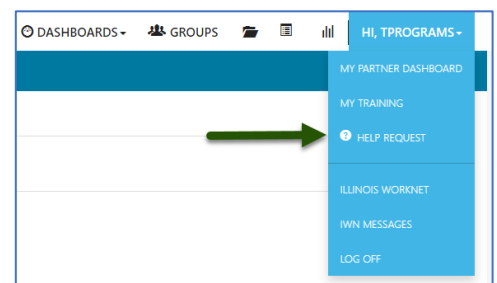
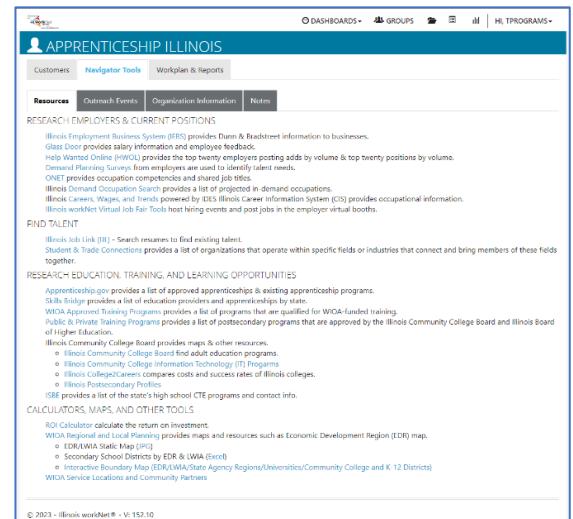
Bookmark this direct link on your browser to access the CSC quickly:  
<https://apps.illinoisworknet.com/SiteAdministration/Groups/Default>

## Resources

Use this tab to access a list of resources and links that can be useful in helping businesses and organizations in the partner service area. If there are other business resources that may be added, please submit a Help Request with the information and link.

Additional resources for the partner / apprenticeship services representative include:

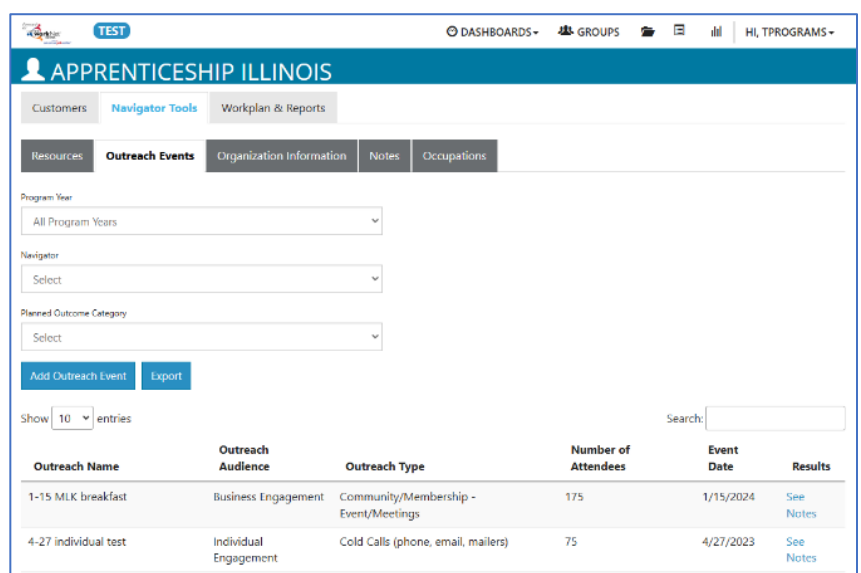
- The Apprenticeship Illinois partner page - <https://www.illinoisworknet.com/partners/Pages/Apprenticeship.aspx>
  - Attend Technical Assistance sessions that are posted on the front page of the partner guide.
- The Apprenticeship Illinois public page - <https://www.illinoisworknet.com/apprenticeshipil/Pages/default.aspx>
- When logged in as a partner user, access the Help Request to seek assistance for issues that need to be resolved.



## Step 1 – Create Outreach Events

Outreach Events - Document business and individual engagement in the system.

1. **Select** a Navigator
  - a. Filter by column headings
2. **Select** Add Outreach Event
  - a. Outreach Name
  - b. Audience – Business or Individual Engagement
  - c. Outreach Type – see definitions of event types at the top of the input modal.
  - d. Number of Attendees
  - e. Add Follow-up Note



- f. Upload – directed to the Upload section of the Provider Information to save related documents.
3. **Select** Save
4. To add additional follow-up notes, **click** See Notes in right hand column of Outreach Events list and add more notes.
5. **Click** Save when done.
6. **Click** Export on the list of events to obtain a list of all events.

ADD OUTREACH EVENT

**OUTREACH EVENT DEFINITIONS**

**Business Services Team Initiated** - Any activity initiated by a business services team member.

**Community/Membership Event/Meetings** - A community organization meeting or event or a membership organization meeting or event. i.e. Chamber of Commerce networking. Society of Human Resources guest speaker. National Night Out Booth.

**Cold Calls (phone, email, mailers)** - Partner initiated communication with a business who has never interacted with the partner before.

**Follow-up** - Communication with a business after communication was initiated by the business. i.e. Business reached out through Apprenticeship IL website and partner is sending a response communication.

**Regional, State, WIB events** - An event sponsored by a regional, state or WIB.

**Social media/website** - Connection through any social media platform or Apprenticeship IL website.

**Referral** - Received a referral from another person or business.

Outreach Name \*

1-15 MLK breakfast

Audience Type \*

Business Engagement

Outreach Type \*

Community/Membership - Event/Meetings

Event Date \*

01/15/2024

Number of Attendees \*

175

Add Follow-Up Note

Upload

Subject	Comment	View
MLK breakfast	Many attendees at the MLK breakfast. I was able to speak to a couple of local CBO's to share flyers about the apprenticeship training we have.	View
Uploaded list from MLK breakfast	Added list of attendees to agency uploads.	View

Save

Close

### What are good organizations to add to Apprenticeship Illinois?

- A business that is actively marketing their business and not operating on a strictly cash basis.
- A business that is trying to expand their employee base with higher skill levels.
- A business that may have had an apprenticeship before and would be interested in reviving a new occupation for their company.

## Step 2 – Add Organization Information

1. **Select** a Navigator
2. **Select** Add Organization – AppIL pings against the IEBS D&B list of more than 600,000 businesses in Illinois. *Please note that only businesses are marketing themselves and not operating strictly on a cash basis will be available in the D&B database. Some companies may be registered in another state or using a DBA – Doing Business As name. Enter at minimum the organization name to find a match:*
  - a. Organization Name
  - b. Type
  - c. Number of employees
  - d. Location
3. **Select** the one that matches – the company is added to the list.
4. **Click** the name on the list to update the company information.
5. **Check** the underutilized map in IEBS and indicate whether the address of the organization is located in an underserved area. *All partners in AppIL will have IEBS Viewers access at minimum. A partner may have additional permissions in IEBS.*
  - a. The *first time* that a user accesses the map there are two acknowledgements that need consent from the user for using IEBS and accessing the Dun and Bradstreet database.
  - b. **Click** the link on the organization table to access the map in IEBS. All AppIL partners have been granted View access in IEBS.
  - c. **Enter** an address in the field to check the address location.
  - d. **View** the overall Qualification.
  - e. **Check** the box Yes or No.

ADD ORGANIZATION

Organization Name:  City:

Address:  State:

Company Name	Address	Select
Lewis Brothers Farms	RR 1 Box 428 Harrisburg, IL 62946	<input type="button" value="Select"/>
Lewis Brothers Holdings LLC	701 Walnut St Knoxville, IL 61448	<input type="button" value="Select"/>
Lewis Brothers Bakeries Inc	1955 W North Ave Melrose Park, IL 60160	<input type="button" value="Select"/>
Lewis Brothers Bakeries Inc	101 Springfield Ave Ste 1	<input type="button" value="Select"/>

APPRENTICESHIP ILLINOIS

Customers | **Navigator Tools** | Workplan & Reports

Resources | Outreach Events | **Organization Information** | Notes | Occupations

Navigator:

Planned Outcome Category:

Show  entries

Organization Name	Industry	Current Status	Last Contact Date
<a href="#">Abt Electronics</a>	Retail Trade	Active Development	31 - 60 days
<a href="#">Ace Hardware</a>	Retail Trade	Exploratory Stage	61 - 90 days
<a href="#">Alliance</a>	Administrative and Support and Waste Management and Remediation Services	No Statuses	5/31/2024
<a href="#">Allied Locke Industries</a>		No Statuses	
<a href="#">American Vintage Home</a>	Construction	No Statuses	
<a href="#">AON Risk Services Companies, Inc.</a>	Finance and Insurance	No Statuses	

Organization Name: Behning Custom Carpentry Ltd

Doing Business As Name: Creek Wood Homes

Location Address: 40W770 Creekwood Dr, Elgin, IL 60124-8384, County Kane

Phone: 8474642286

Web Page Address: www.creekwood-homes.com

This organization is in a state or federal underserved area.  
Check map here.  
☐ Yes ☒ No

Reviewed ☐ Yes ☒ No

FEIN:

Number of Employees: 0

NAICS: 238350

Industry: Construction

Small Business: ☐

Female Owned: ☐

Minority Owned: ☐

Standalone Org: ☐

IEBS

Underserved Area Search

Search by Address:

Enter Address:

Search for location

Map showing location of Creekwood Homes in Elgin, IL.

Location Details

Address: 40W770 Creekwood Dr, Elgin, IL 60124-8384

County: Kane

City: Elgin

State: IL

Zip: 60124

Location Qualifications

1) The underserved area is defined as a census tract with a poverty rate of 15% or higher.

2) The underserved area is defined as a census tract with a median household income of \$15,000 or less.

3) The underserved area is defined as a census tract with a high school graduation rate of 75% or lower.

4) The underserved area is defined as a census tract with a population of 5,000 or fewer.

5) The underserved area is defined as a census tract with a median age of 18 or younger.

6) The underserved area is defined as a census tract with a median age of 65 or older.

7) The underserved area is defined as a census tract with a median age of 18 to 64.

8) The underserved area is defined as a census tract with a median age of 65 or older.

9) The underserved area is defined as a census tract with a median age of 18 to 64.

10) The underserved area is defined as a census tract with a median age of 65 or older.

Overall Qualification: ☒ Yes ☐ No

## Update Organization Information

D&B database information is displayed at the top including a map with the location pinned.

1. **Occupation Status Update**
  - a. This section displays the Occupations that are currently in process with the latest status update and date of update.
  - b. This is automatically updated from the Occupation Status Updates
2. **Add Occupations** – covered in next section of this document.
3. **Add Organization Contacts**
  - a. **Click Add Contact**
    - i. First and Last name
    - ii. Title
    - iii. Email
    - iv. Phone
  - b. **Click View** to view/edit information.
  - c. **Click Remove** to remove the contact.
4. **Click Add Team Member** – see image below
  - a. **Select** a team member from a list.
  - b. **Click** the minus next to a team members name to remove a team member in the Service Team Members table.
5. **Click Add Outreach Event** to enter an event held specifically for this organization. Refer to the Add Event notes above.
6. **Check** a box for any *Engagement - Employer Services* that have been provided to the organization. The date and who marked it will automatically be added.
7. **Click Add Note**
  - a. **Select** a Note Type
  - b. **Enter** a Contact Date
  - c. **Enter** a Subject
  - d. **Enter** information for comment.
  - e. **Click** option for saving or sending.
  - f. **Click Save**
  - g. **Click View** to see outreach note.

Customers

Navigator Tools

Workplan & Reports

Resources

Outreach Events

Organization Information

Notes

Occupations

Return to Organization List

**Organization Name** aldr Electronics  
**Location Address** 1200 W. Milwaukee Avenue  
 Chicago, IL 60641  
**County Cook**  
[Update map location](#)  
**Phone** 8475442435  
**Web Page Address** www.aldr.com  
**This organization is in a state or federal underserved area.**  
[Check map here](#)  
☒ Yes ☐ No  
**Reviewed** ☐ Yes ☒ No

**FEIN** 56-2815642  
**Number of Employees** 1700 (Large)  
**NAICS** 441341  
**Industry** Retail Trade  
**Small Business** No  
**Female Owned** No  
**Minority Owned** No  
**Standalone Organization** No  
**Incorporation Year** 1986

**ORGANIZATION STATUS OVERVIEW**

**Initial Contact:**  
 on 3/27/2024  
 by S17504

1 - Active on 10/02/2024 by Three Programs  
 0 - Inactive  
 0 - Program In Process for DOI Approval  
 0 - Program Registered  
 1 - Segregated on 11/10/2024 by Amelia Telger

**OCCUPATIONS IN DEVELOPMENT**

Show 10 entries

Search

Name	Description	Created By	Current Status	Date of Last Update	Status Indicators	
Movie Theatre Manager	Movie Theatre Manager	Amelia Telger	Segregated - Work Process Selection	11/12/2024	● <= 30	<a href="#">View</a>
Occupation 3	some occupation	Test External	Referral Stage	11/13/2024	● <= 30	<a href="#">View</a>
Sales	developing more sales team in the technical arena	Three Programs	Referral Stage	11/14/2024	● <= 30	<a href="#">View</a>
Sales	technical sales of equipment	Three Programs	Referral Stage	11/14/2024	● <= 30	<a href="#">View</a>
TV Electronics Service Reps	This program will train service reps on the installation and repair of home electronics - specifically tv and home theatre systems	Three Programs	Active Development	10/2/2024	● 31 - 60 days	<a href="#">View</a>

Showing 1 to 5 of 5 entries
 

First Previous 1 Next Last

**ORGANIZATION CONTACTS**

Show 10 entries

Search

Name	Email	
Jerry Jones	j@testcompany.com	<a href="#">View</a> <a href="#">Remove</a>
Mary Smith	marysmith@aldrlectronicsreview.com	<a href="#">View</a> <a href="#">Remove</a>

Showing 1 to 2 of 2 entries
 

First Previous 1 Next Last

**SERVICE TEAM MEMBERS**

Show 10 entries

Search

Name	Email	
Carrie Dufols	Carrie.Dufols@osu.edu	<a href="#">Remove</a>
Dee Programs	dee@testtets.com	<a href="#">Remove</a>
Seven Programs	therestest@gmail.com	<a href="#">Remove</a>
Test External	testexternal@appttest.com	<a href="#">Remove</a>
Three Programs	dec.lucivhard@gmail.com	<a href="#">Remove</a>

Showing 1 to 5 of 5 entries
 

First Previous 1 Next Last

**OUTREACH EVENTS**

Show 10 entries

Search

Event Name	Audience	Outreach Type	Event Date	
Testing External user	Business Engagement	Business Services Team Initiated	11/6/2024	<a href="#">View</a>

Showing 1 to 1 of 1 entries
 

First Previous 1 Next Last

**APPRENTICESHIPS**

Show 10 entries

Search

Sponsor RAPIDS ID	Type	ETPL Change	
23-8-234567	Expanded: Added New Occupation	11/10/2024 By Amelia Telger	<a href="#">View</a> <a href="#">Remove</a>
124-8076	Expanded: Added New Industry		<a href="#">View</a> <a href="#">Remove</a>

Showing 1 to 2 of 2 entries
 

First Previous 1 Next Last

**ENGAGEMENT - EMPLOYER SERVICES**

☐ Classroom education or online training for apprentices  
☐ Costs related to the design and start-up of RAPs  
☐ Curricula development  
☐ Extraordinary costs related to on the job learning (excluding wages)

☒ Registration of RAPs with an SAA or the Department  
☐ Training supplies for apprentices  
☐ Tuition/fees/water costs or activities

**ORGANIZATION NOTES**

Show 10 entries

Search

Subject	Comment
No data available in table	

Showing 0 to 0 of 0 entries
 

First Previous Next Last

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ADD CONTACT

First Name \*

Last Name \*

Title \*

Email \*

Phone \*

Save

Close

ADD SERVICE TEAM MEMBER

Name	Email	Select
Amelia Telger	atelger@noemail1234.com	Select
Brian Candace	briancandace@testapprenticeship.com	Select
Carter DuBois	Carter.DuBois@siu.edu	Select
Chris Scheufele	cscheufele@mstfw.com	Select
Dakota Edwards	dedwards@siu.edu	Select
Dee Programs	dee@testsets.com	Select
Heather Baseler	heather.baseler@siu.edu	Select

ADD OUTREACH NOTE

Case Note Type \*

Select

Contact Date \*

mm/dd/yyyy

Subject \*

Comment \*

Delivery Method \*

☐ Illinois workNet Message  
☐ Illinois workNet Message and Email  
☐ Save as Case Note Without Sending as Message/Email

Send To

☐ Dee Programs  
☐ Seven Programs  
☐ Three Programs

Save

Close

## ENGAGEMENT - EMPLOYER SERVICES

- ☐ Classroom education or online training for apprentices  
☐ Costs related to the design and start-up of RAPs  
☐ Curricula development  
☐ Extraordinary costs related to on-the-job learning (excluding wages)
- ☐ Registration of RAPs with an SAA or the Department  
☐ Training supplies for apprentices  
☐ Train-the-trainer costs or activities

## Step 3 – Add Occupations & Status Updates

The purpose of this section is to add additional or new occupations to a business RAPIDS identification number that the partner is working on to develop with the business.

A business can have more than one occupation related to their RAPIDS account. RAPIDS (Registered Apprenticeship Partners Information Data System) is designed to track information about registered apprenticeship programs, including multiple occupations or job roles within a single business.

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, making it easier for businesses to administer and track their apprenticeship programs comprehensively.

OCCUPATIONS					Add Occupation	
Name	Description	Created By	Current Status	Date of Last Update		
TV Electronics Service Reps	This program will train service reps on the installation and repair of home electronics - specifically tv and home theatre systems	Three Programs	Active Development	10/2/2024	31 - 60 days	<a href="#">See Status History</a>

## Add Occupations & Status Updates

1. **Click** the Add Occupation button
2. A modal opens with directions for the fields. Fill out the required fields:
  - a. **Enter** Occupation Name
  - b. **Select** Contact – from dropdown of company contacts added at the organization level.
  - c. **Select** Team Member from dropdown.
  - d. **Enter** Occupation Description
  - e. **Enter** Start Date
  - f. **Enter** End Date
  - g. **Click** the button to Add Occupation Status
    - i. **Select** a Status from the dropdown list – the short definitions are listed at the top of the modal.
    - ii. **Enter** a comment about the status – similar to writing a case note. The full list of status definitions can be found by [clicking here](#).

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

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 (BST) 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, ie, In Development, Active, Inactive, Tabled.

Occupation Name \*

TV Electronics Service Reps

Contact

Team Member

Three Programs

Occupation Description \*

This program will train service reps on the installation and repair of home electronics - specifically tv and home theatre systems

Start Date \*

06/24/2024

End Date

mm/dd/yyyy

Add Occupation Status

Status	Comment	Who/When
Active Development	put in some notes	Three Programs/ 10/02/2024
Stagnated - Wage Determinations	Test	Three Programs/ 09/24/2024
Exploratory Stage	Something interesting.	Three Programs/ 07/25/2024

Save

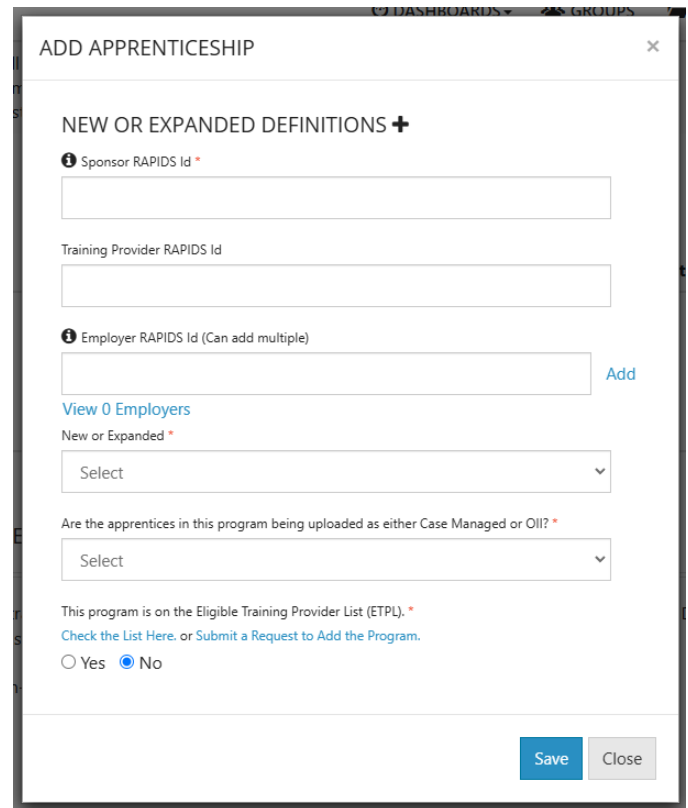
Close

APPRENTICESHIPS		<a href="#">Add Apprenticeship</a>	
Sponsor RAPIDS ID	Type		
22-IL-234567	Expanded: Added New Occupation	<a href="#">View</a>	<a href="#">Remove</a>

## Step 4 – Add Apprenticeship Information

Document new apprenticeships and expanded apprenticeships. On the Organization Information page:

1. **Select** Add Apprenticeship
2. **Enter** RAPIDS ID for the Sponsor – **this field is required**. *Click the info bubble for more details.*
3. **Enter** Training Provider Rapids ID if known.
4. **Enter** Employer RAPIDS ID if known. More than one ID can be entered here if this is a sector partnership or employer collaborative. *Click the info bubble for more details.*
5. **Select** from the list (expand the definitions at the top of the modal):
  - a. New Program
  - b. New Pre-apprenticeship Program – *RAPIDS ID's will not be required.*
  - c. Expanded: Added New Industry
  - d. Expanded: Added New Occupation
  - e. Expanded: Added New Employer
  - f. Expanded: Used Funds to Add Apprentices
  - g. Expanded: Pre-Apprenticeship – *RAPIDS ID's will not be required.*
6. **Select** how apprentice will be served:
  - a. Case Managed
  - b. OII
  - c. Apprentices not uploaded to workNet.
7. **Click** if the program is on the Eligible Training Provider List (ETPL).
  - a. To verify click the link to check the list.
  - b. If it is not on the list, click the link to submit a request to add the program.
8. **Click** Save
9. **Click** View in the company information Apprenticeships table to see the details of the apprenticeships added.



The screenshot shows the 'ADD APPRENTICESHIP' modal form. It includes the following fields and options:

- NEW OR EXPANDED DEFINITIONS +**: A section header for defining the type of apprenticeship.
- Sponsor RAPIDS Id \***: A required text input field.
- Training Provider RAPIDS Id**: A text input field.
- Employer RAPIDS Id (Can add multiple)**: A text input field with an **Add** button.
- View 0 Employers**: A link to view the list of employers.
- New or Expanded \***: A dropdown menu with 'Select' as the current option.
- Are the apprentices in this program being uploaded as either Case Managed or OII? \***: A dropdown menu with 'Select' as the current option.
- This program is on the Eligible Training Provider List (ETPL). \***: A section with a link to 'Check the List Here' and a link to 'Submit a Request to Add the Program'.
- Yes No**: Radio buttons for selecting the answer to the ETPL question.
- Save** and **Close** buttons at the bottom right.

## Step 5 – View Progress on Dashboard

Use Dashboard to view progress of actual versus planned items in performance measures.

The top section of the Planned vs. Actual dashboard is designed to track the Case Managed customers with which the Intermediaries work.

The bottom part of the dashboard tracks the items with which the Navigators work.

Each section displays the immediate last quarter completed, the actual number (clickable) and the planned numbers indicated on the grantee workplan input.

A new table specifically for Navigators provides a start and end date filter to gather data for more than a quarter.



PLANNED VS. ACTUAL DASHBOARD			
Grantee	Select	Grant Year	24 (current year)
Category	Last Completed Quarter	Actual	Planned
<b>Planned Activities</b>			
<b>Total Individuals Served</b>	0	0	N/A
Service Levels: Registered Apprenticeships	0	0	933
Service Levels: Pre-Apprenticeships	0	0	284
Barrier: Older workers	0	0	27
Barrier: Other (please define)	0	0	0
<b>Planned Outcomes</b>			
Activity: Number of new businesses engaged	68	745	544
Activity: Number of businesses who receive incentives	2	98	49
Activity: Number of partners from underutilized areas that receive apprenticeship expansion support	5	110	77
Activity: Number of outreach events	150	958	148
Activity: Number of attendees at outreach events	3844	26236	1265
Outcome: Number of new Registered Apprenticeship programs developed	5	36	41
Outcome: Number of existing Registered Apprenticeship programs expanded	1	28	46
Outcome: Number of new Pre-Apprenticeship programs developed	0	2	8
Outcome: Number of existing Pre-Apprenticeship programs expanded	0	3	10
Outcome: Number of new Registered Apprenticeship programs on the Eligible Training Provider List (ETPL)	2	16	33

PLANNED VS. ACTUAL DASHBOARD			
Grantee	All Grantees	Start Date	mm/dd/yyyy
		End Date	mm/dd/yyyy
The following table is a sum of activities by grantee selected for the dates selected. Refer to the intermediary activities for Plan v Actual and last quarter completed results.			
Category	Actual		
Activity: Number of new businesses engaged	745		
Activity: Number of businesses who receive incentives	98		
Activity: Number of partners from underutilized areas that receive apprenticeship expansion support	110		
Activity: Number of outreach events	958		
Activity: Number of attendees at outreach events	36236		
Outcome: Number of new Registered Apprenticeship programs developed	36		
Outcome: Number of existing Registered Apprenticeship programs expanded	28		
Outcome: Number of new Pre-Apprenticeship programs developed	2		
Outcome: Number of existing Pre-Apprenticeship programs expanded	3		
Outcome: Number of new Registered Apprenticeship programs on the Eligible Training Provider List (ETPL)	16		

## Performance Measures Defined

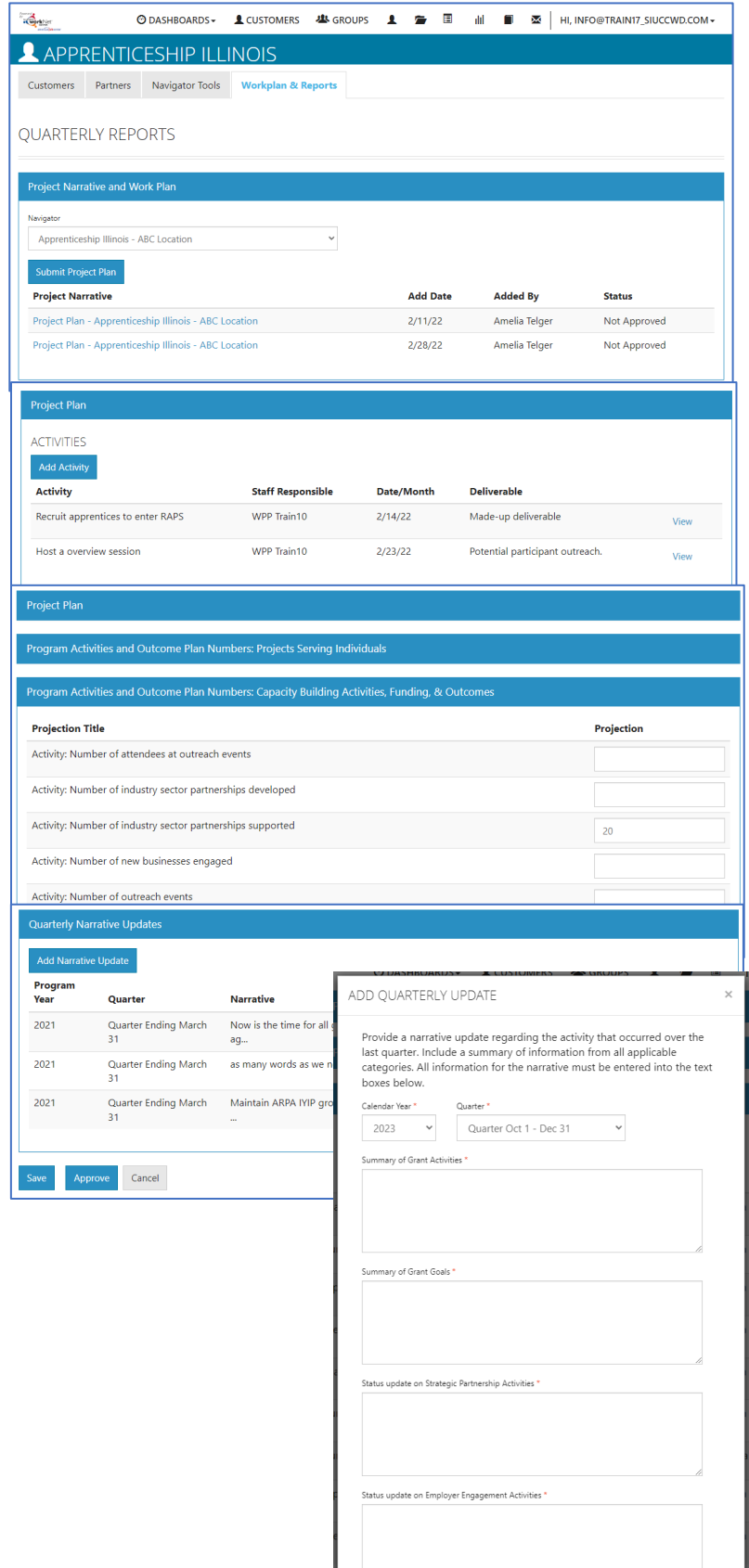
Definitions of each row and how the row is counted are listed in the table below.

Measure	How Data is Counted
Number of new businesses engaged	The count of new business organizations added to the Organization Information.
Number of partners from underutilized areas that receive apprenticeship expansion support	Companies that are marked YES in the "This organization is in a state or federal underserved area."
Number of businesses who receive incentives	Boxes check in the "Engagement - Employer Services" on Company Information section. <ul style="list-style-type: none"> <li>• Registration of RAPs with an SAA or the Department;</li> <li>• Costs related to the design and start-up of RAPs;</li> <li>• Classroom education or online training for apprentices;</li> <li>• Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice's wages, as well as based on a journey worker's time as a mentor for an apprentice in OJL;</li> <li>• Train-the-trainer costs or activities;</li> <li>• Training supplies for apprentices (in consultation with the Department); and/or</li> <li>• Curricula development.</li> </ul>
Number of outreach events (seminars, workshops, stakeholder events coordinated)	Number of outreach events entered on the Event page or the company page event section.
Number of attendees at outreach events	Count of attendees entered on the events in either location
<i>Number of industry sector partnerships and/or employer collaboratives developed</i>	Pending definition
<i>Number of industry sector partnerships and/or employer collaboratives supported</i>	Pending definition
Number of new Registered Apprenticeship programs developed	Count of apprenticeships and <b>new</b> is marked.
Number of existing Registered Apprenticeship programs expanded	Count of apprenticeships and <b>expanded</b> is marked.
Number of new Registered Apprenticeship programs on the Eligible Training Provider List (ETPL)	Count of boxes marked on the "Add Apprenticeship" form that the training has been added for the "Eligible Training Provider List (ETPL)".
Number of new Pre-Apprenticeship programs developed	Count of Pre-Apprenticeship is marked and New is selected.
Number of existing Pre-Apprenticeship programs expanded	Count of Pre-Apprenticeship is marked and <b>expanded</b> is selected.
Total number of new employers engaged that adopt apprenticeship programs as a result of the grant project	Count of Organizations that are added AND a NEW apprenticeship program is created.

## Step 6 – Submit quarterly reports.

The agency program manager will work with the grant manager to add the appropriate information for the Workplan. The plan indicates the agreed upon measures for performance reporting. Some agencies have a separate project plan for the intermediaries and business services.

1. **Click** the Workplans/Reports tab at the top of the group landing page.
2. **Click** the appropriate Project Plan.
3. **Verify** the activities related to capacity building. *The agency program manager may complete this task.*
  - a. Any changes made will require that the plan be approved by the grant manager.
4. **Verify** the numbers entered in the *Program Activities and Outcome Plan Numbers:* *Capacity Building Activities, Funding and Outcomes* portion of the workplan are correct.
  - a. Once approved, any changes made will require that the plan be approved by the grant manager.
5. **Verify** numbers in the Planned vs. Actual dashboard synced from the system are accurate. *Business Services counts coming soon.*
6. **Fill in** all sections of the quarterly Narrative report.
7. **Submit**



**APPRENTICESHIP ILLINOIS**

Customers Partners Navigator Tools **Workplan & Reports**

### QUARTERLY REPORTS

**Project Narrative and Work Plan**

Navigator  
Apprenticeship Illinois - ABC Location

**Submit Project Plan**

Project Narrative	Add Date	Added By	Status
Project Plan - Apprenticeship Illinois - ABC Location	2/11/22	Amelia Telger	Not Approved
Project Plan - Apprenticeship Illinois - ABC Location	2/28/22	Amelia Telger	Not Approved

**Project Plan**

**ACTIVITIES**

**Add Activity**

Activity	Staff Responsible	Date/Month	Deliverable
Recruit apprentices to enter RAPS	WPP Train10	2/14/22	Made-up deliverable <a href="#">View</a>
Host an overview session	WPP Train10	2/23/22	Potential participant outreach. <a href="#">View</a>

**Project Plan**

**Program Activities and Outcome Plan Numbers: Projects Serving Individuals**

**Program Activities and Outcome Plan Numbers: Capacity Building Activities, Funding, & Outcomes**

Projection Title	Projection
Activity: Number of attendees at outreach events	
Activity: Number of industry sector partnerships developed	
Activity: Number of industry sector partnerships supported	20
Activity: Number of new businesses engaged	
Activity: Number of outreach events	

**Quarterly Narrative Updates**

**Add Narrative Update**

Program Year	Quarter	Narrative
2021	Quarter Ending March 31	Now is the time for all e ag...
2021	Quarter Ending March 31	as many words as we n...
2021	Quarter Ending March 31	Maintain ARPA IYIP gro...

**Save Approve Cancel**

**ADD QUARTERLY UPDATE**

Provide a narrative update regarding the activity that occurred over the last quarter. Include a summary of information from all applicable categories. All information for the narrative must be entered into the text boxes below.

Calendar Year \* 2023 Quarter \* Quarter Oct 1 - Dec 31

Summary of Grant Activities \*

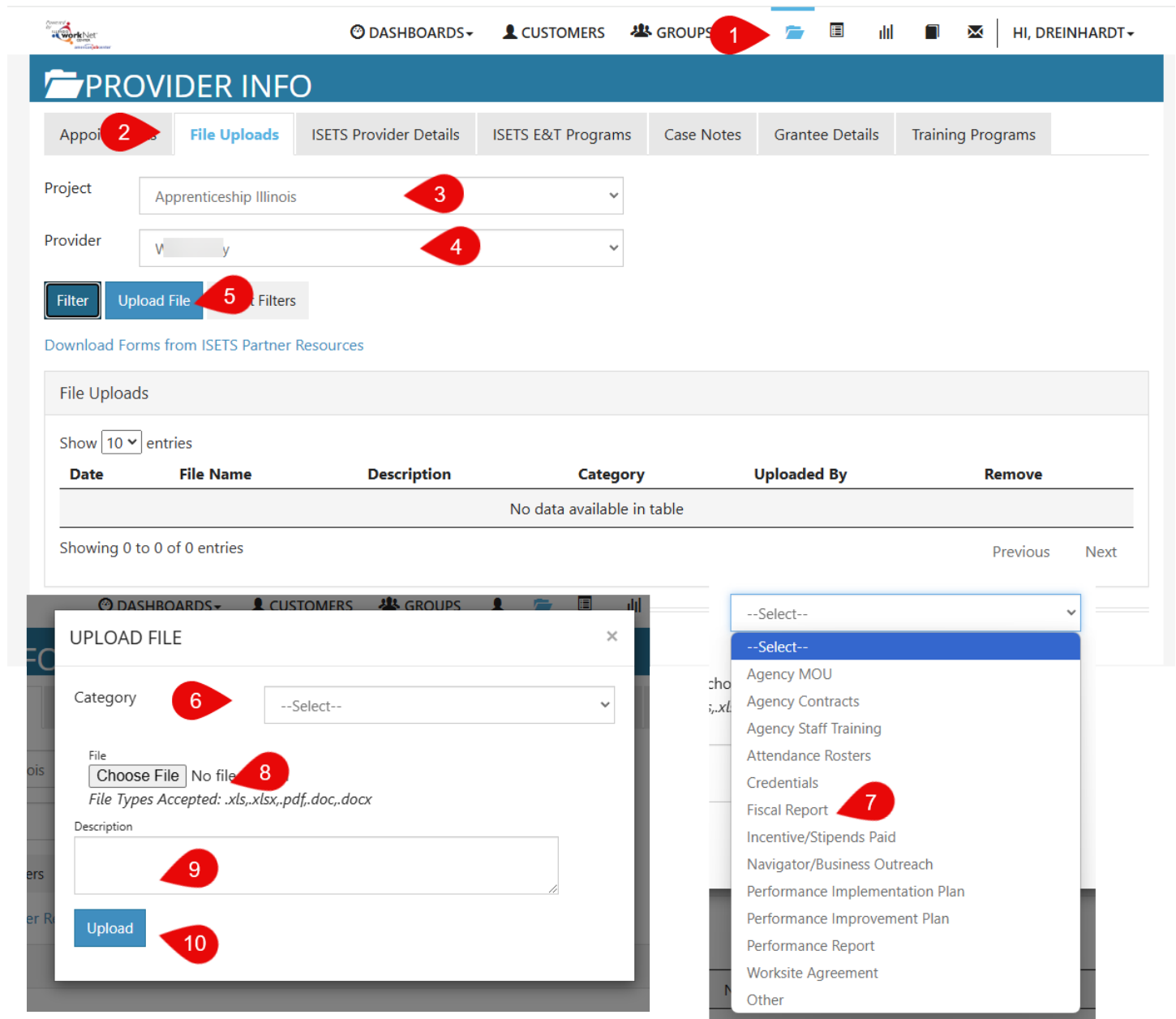
Summary of Grant Goals \*

Status update on Strategic Partnership Activities \*

Status update on Employer Engagement Activities \*

## Step 7 - Submit Fiscal Reports

In addition to submitting the Quarterly Narrative Report, partners need to submit the Fiscal Report. It can be uploaded in the Provider Information > File Uploads. When adding a document make sure to provide a description so that a reviewer can open the exact document required.



The screenshot displays the 'PROVIDER INFO' page with the 'File Uploads' tab selected. The interface includes a top navigation bar with 'DASHBOARDS', 'CUSTOMERS', and 'GROUPS' (highlighted with callout 1). Below the tabs, there are dropdown menus for 'Project' (callout 3) and 'Provider' (callout 4). A 'Filter' button and an 'Upload File' button (callout 5) are present. A table titled 'File Uploads' shows no data. An 'UPLOAD FILE' modal is open, showing a 'Category' dropdown (callout 6) with a list of options including 'Fiscal Report' (callout 7), a 'Choose File' button (callout 8), a 'Description' text area (callout 9), and an 'Upload' button (callout 10).