

US DEPARTMENT OF LABOR MONITORING FOLLOW UP

The State of Illinois Apprenticeship Expansion Program has been funded by the US Department of Labor for more than 4 years. The program reporting and administrative requirements have significantly increased during this time. The formal monitoring of Illinois' grant requires that all Illinois apprenticeship grantees review and update the information that is reported to DCEO and the USDOL.

PROGRAM OUTCOMES & DATA REQUIREMENTS

One of the primary goals of the USDOL apprenticeship expansion grants is to increase the number of registered apprentices that are established as a result of the grants.

- The USDOL now requires details for every registered apprentice to be reported on a quarterly basis.
- The key "data element" that is needed to "count" a registered apprentice towards the State of Illinois goal is the "Rapids Identification Number" that is provided when an apprenticeship sponsor registers the apprentice(s) with the US Department of Labor.
- This process involves the submission of a USDOL "671 Form" to the US Department of Labor.

STATE OF ILLINOIS REPORTING OF REGISTERED APPRENTICES

The State of Illinois must report the "Rapids Identification Number" to the USDOL from the Illinois WorkNet Database. If the registered apprentice does not have a Rapids ID then this individual is not included in Illinois' quarterly report to USDOL. DCEO is requesting that all grantees review and update Illinois WorkNet or the *Other Impacted Individuals* "upload spreadsheet" with this information.

Fully Case Managed Apprentices in Illinois WorkNet

- From the customer's intake screen, click the Career Plan tab.
- In the Career Plan, click tab 3. Add Steps/Services.
- Add or Edit the Registered Apprenticeship Program (RAP) service.
- Add the information that is required by the USDOL reporting database (see page 2 screen shots)
 - Status: Open
 - Planned Start Date: [Enter Date]
 - SOC Code of Program [Search Correct Number in "Look Up Table"]
 - RAPIDS ID: [Enter Number]
 - Hourly Wage at Entry [Enter Wage Amount]
 - Type of Program [Select Program Type from Drop Down]
- Upload the USDOL 671 Apprenticeship Form (as available)

Other Impacted Individuals – Spreadsheet Upload

- Enter in the apprenticeship information including the registered apprentice's RAPIDS ID
- Follow the *Other Impacted Individuals* upload instructions
- Upload the USDOL 671 Apprenticeship Form (as available)

REPORTING DEADLINE

All grantee are requested to review and update the registered apprentice information by the close of business on Monday, February 7, 2022. Please note that it is anticipated that the USDOL will provide the State of Illinois will additional directives that may require additional information as the 2019 grants close out.

**ILLINOIS WORKNET – FULLY CASE MANAGED REGISTERED APPRENTICES –
REGISTERED APPRENTICESHIP INFORMATION SCREEN**

EDIT CUSTOMER SERVICE

<p>Profile: Andy Apprentice</p> <p>Email andyapprentice@frontier.org</p> <p>Enrollment Status Registrant</p> <p>See All</p> <p>Sync With WDS </p> <p>Last Sync: N/A</p> <p>Reset Password Send Message</p>	<p>Registered Apprenticeship Program (RAP)</p> <p>Total Subsidized days for all items: 0</p> <p>Goal* Complete Apprenticeship Illinois</p> <p>Status* Started/Open</p> <p>Planned Start Date* 1/1/2022</p> <p>SOC Code of Program* 151199</p> <p>RAPIDS ID* IL2020958585</p> <p>Hourly Wage at Entry* 15.00</p> <p>Type of Program* Time-Based</p> <p>Planned Due Date* 1/1/2025</p> <p>How many hours a week are you planning on working* 40.00</p>
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