Overview:

Training program information is a critical component of the intake process. If program information is not entered into the system, customers cannot complete intake and be enrolled in the program. The intake process includes two main steps:

1. Customer completes the online intake form.
2. Staff complete the intake review by:
   a. Reviewing the customer's intake form responses;
   b. Comparing their responses to the training program requirements; and
   c. Discussing the results and options with the customer to identify a good customer/program match.
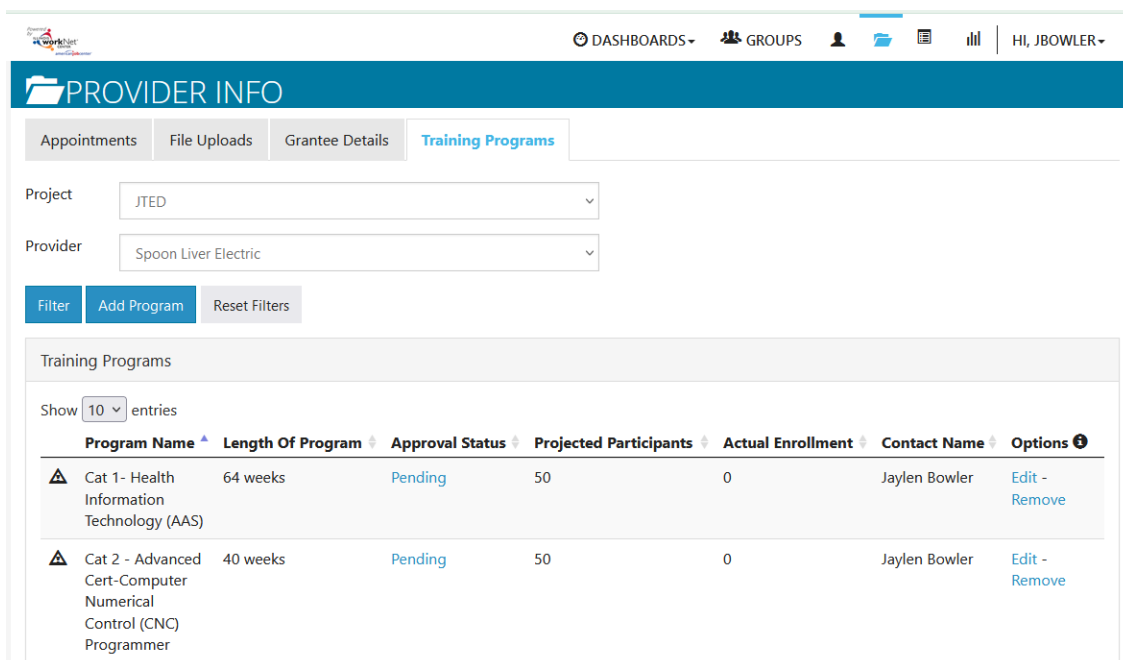
Who Enters/Maintains Data:

Grantee staff associated with an agency/program in the Illinois workNet system can add/update training program information. It is the grantee's responsibility to add and maintain accurate training program information.

Commerce grant managers approve the program once the credentials associated with the program have been verified and all related information is complete and accurate.

How to Access JTED Customer Support Center/IWIS Tools:

1. Log into www.illinoisworknet.com.
2. Select My Dashboard then select Dashboard/Partner Tools.
3. Select Customer Support Center/IWIS.
4. Select the Provider Info (folder icon) in the top menu.
5. Select Training Programs and select the project and the provider. Note: If you have been provided with access to more than one project/provider, select the appropriate project/provider.

Add/Edit Customer Training Program in Illinois workNet

Before you enter a training program, make sure you have the following information for each individual program.

- Program Type
- Program Information
- Baseline Requirements
- Associated Credentials

Use the information below to see specific details about what pieces of information each section requires. NOTE: * indicates required fields.

To start adding/editing customer training programs you will:

1. Add Program Information: Click Add Program.
2. Select the type of program offered and link to/provide related information when required.*

Program Type	Program Description
Registered Apprenticeship	An apprenticeship registered with the U.S. Department of Labor meeting the standards defined by USDOL. It is an employer-driven model that combines on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skill standards. There are five key elements of apprenticeship: Business involvement; Structured on-the-job training; Related instruction; Rewards for skill gains; Industry-recognized credentials.
Pre-Apprenticeship	A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a Registered Apprenticeship which includes all of the following: a. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship. b. Access to educational and career counseling, and other supportive services as needed by participants. c. Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework. d. Upon successful completion of the program, participants are supported to apply for a Registered Apprenticeship program and may receive enrollment preference.
Career Pathways	A combination of rigorous and high-quality education, training, and other services that aligns both vertically and horizontally across Secondary Education, Adult Education, Workforce Training and Development, Career and Technical Education, and Postsecondary Education systems, pathways, and programs. It includes collaborative partnerships with these entities, business and industry, along with human services agencies, corrections, and other community stakeholders, as a foundational structure for sustainability and high quality. Multiple entry and exit points are included to facilitate individuals building their skills as they progress along a continuum of education and training and advance in sector-specific employment.

	Fourteen Elements The Illinois Workforce Innovation Board envisions ten success elements for serving opportunity youth. These elements demonstrate the principles, strategies, and criteria in the Illinois' Unified State Plan and how various funding sources may be blended for full regional ownership and sustainability: 1. Tutoring, study skills training, instruction, and dropout prevention services 2. Alternative secondary school services and dropout recovery services 3. Paid and unpaid work experiences 4. Occupational skills training 5. Education offered concurrently with workforce preparation and training 6. Leadership development opportunities 7. Supportive services 8. Adult mentoring 9. Follow up services 10. Comprehensive guidance and counseling 11. Financial literacy education 12. Entrepreneurial skills training 13. Services that provide labor market information 14. Post-secondary preparation and transition activities
Youth Apprenticeship	A program for youth (ages 16 to 24) currently enrolled in secondary education or pursuing a high school equivalency, including those with disabilities, that include, at minimum, the following: 1. 450 hours of paid on-the-job training under the supervision of a mentor. 2. At least 2 semesters of related instruction that ideally count towards a high school and/or postsecondary credential, but minimally lead to an Industry Credential. 3. Ongoing and a final assessment measuring success in mastering skill standards. 4. Career exploration where participants learn about several positions within the employer and the field. 5. Wraparound supports (e.g. case management and counseling) and holistic upskilling (e.g. technical skills and soft skills). 6. Upon successful completion of the program, participants are supported to apply for one or more of the following: entry-level employment, admission to a Registered Apprenticeship or Non-Registered Apprenticeship program, or admission to other articulated postsecondary education options (including 2- and 4-year programs).
Illinois Apprenticeship	Non-Registered Apprenticeship in Illinois - An apprenticeship that is not registered with the U.S. Department of Labor, but that meets all Registered Apprenticeship criteria other than application for registration.
Illinois Pre-Apprenticeship	A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a non-registered Apprenticeship which includes all of the following: a. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship. b. Access to educational and career counseling, and other supportive services as needed by participants. c. Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that

| | reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework. |
| | d. Upon successful completion of the program, participants are supported to apply for Non-Registered Apprenticeship program and may receive enrollment preference. |

3. Identify the Training Program Information & Program Information
    a. If you Select from the approved WIOA training program list. The following information will be auto populated if the information is available.
    b. If you do not use an approved WIOA training program or if the information is not available, you will need to enter the information.
        i. Program Name*
        ii. Program Description*
        iii. Provider Name*
        iv. Add the training program location information. *
        v. Enter the Training program CIP Code. *
        vi. Enter time (weeks) to complete the training program (not including remediation). *
        vii. Identify the training program career pathway. *
        viii. Enter the SOC Code for the occupation of the program. *
        ix. Enter the Target Occupation automatically populated when a SOC code is selected. *
        x. Enter the Training program NAICS Code to identify an industry for the business. *
        xi. Use the Career, Wages, and Trends link to find the target occupation job information. It will be helpful in the suitability process when discussing career/training program options.
            1. Navigate to the target occupation and copy the URL.
            2. Go back to the training program information page and paste the URL in the CIS URL Link Field.
        xii. Identify the number of participants you expect to serve for each program. *
        xiii. Identify the program contact person. * This should be the person who is responsible for maintaining this information. Only those who have access to the JTED tools will appear in the drop-down list.
        xiv. Identify minimum age for a program. *
        xv. Click Next Page

4. Add any applicable Baseline Requirements (recommended but not required):
    a. Does your agency offer or have access to a remediation/bridge program?
        • Yes
        • No
    b. Target Audience *Select all that apply*
        • In-School Youth
        • Out-of-School Youth
    c. Institution Sector/Type
        • Secondary
        • Postsecondary (select additional information regarding Sector/Type.)

d. What are the goals of this program? *Select all that apply*
  - Badge
  - Apprenticeship Certificate
  - Journeyman Certificate
  - Master Certificate
  - Certification
  - Associate Degree
  - Bachelor's degree
  - Master's degree
  - Professional Degree
  - Research Degree
  - General Education Diploma
  - Secondary School Diploma
  - License
  - Micro Credential

e. How is the training offered? *Select all that apply*
  - Yes
  - No

f. What are the minimum requirements to enter the program? *Select all that apply*
  - Math Requirement
  - Degree Requirement
  - Industry Recognized Credential
  - Fluent English
  - Fluent Spanish
  - Fluent Chinese
  - Fluent Polish
  - Other

g. What is the lifting requirement for program entry?
  - 55 Pounds
  - 50 Pounds
  - 30-40 Pounds
  - 25 Pounds
  - Less Than 25 Pounds

h. What is the standing requirement for program entry?
  - 8 Hours
  - 6 Hours
  - 4 Hours
  - 2 Hours
  - Less Than 2 Hours

i. Are participants required to sit for long periods of time in the related job?

- Yes
- Yes, but they can get up from time to time
- No

j. Which of these tests are participants required to pass? *Select all that apply*

- TB Test
- Hepatitis Screening
- Test or screening is not required

k. What is the minimum drug test requirement for participants?

- A drug test is not required
- Must be currently drug-free and can pass a drug test
- Must be drug-free for at least 30 days prior to the time they submit the application
- Must be willing to make changes to be able to pass a drug test

l. What are the vision requirements?

- Must be able to see without glasses or contacts
- Vision corrected with glasses or contacts is acceptable
- Vision is not required

m. What are the appearance requirements? *Select all that apply.*

- Needs to have natural hair and make-up
- Needs to cover tattoos during work hours
- No appearance requirements

n. What are the taste or smell requirements? *Select all that apply.*

- Needs to tolerate cooking smells including unpleasant smells
- Needs to taste foods prepared by the participant
- No taste or smell requirements

o. Can the participant have more than 3 motor vehicle tickets/instances in the past three years?

- Yes
- No

p. Is a valid driver's license required for the program?

- Yes
- No

q. What kind of background check is required? *Select all that apply.*

- Background check is not required for this training/career path
- Must not be a registered sex offender
- Must not have a violent felony conviction
- Must not have a non-violent felony conviction
- Must not have a misdemeanor conviction within the past 7 years
- Must not have been on probation within the last 10 years (excluding traffic violations)

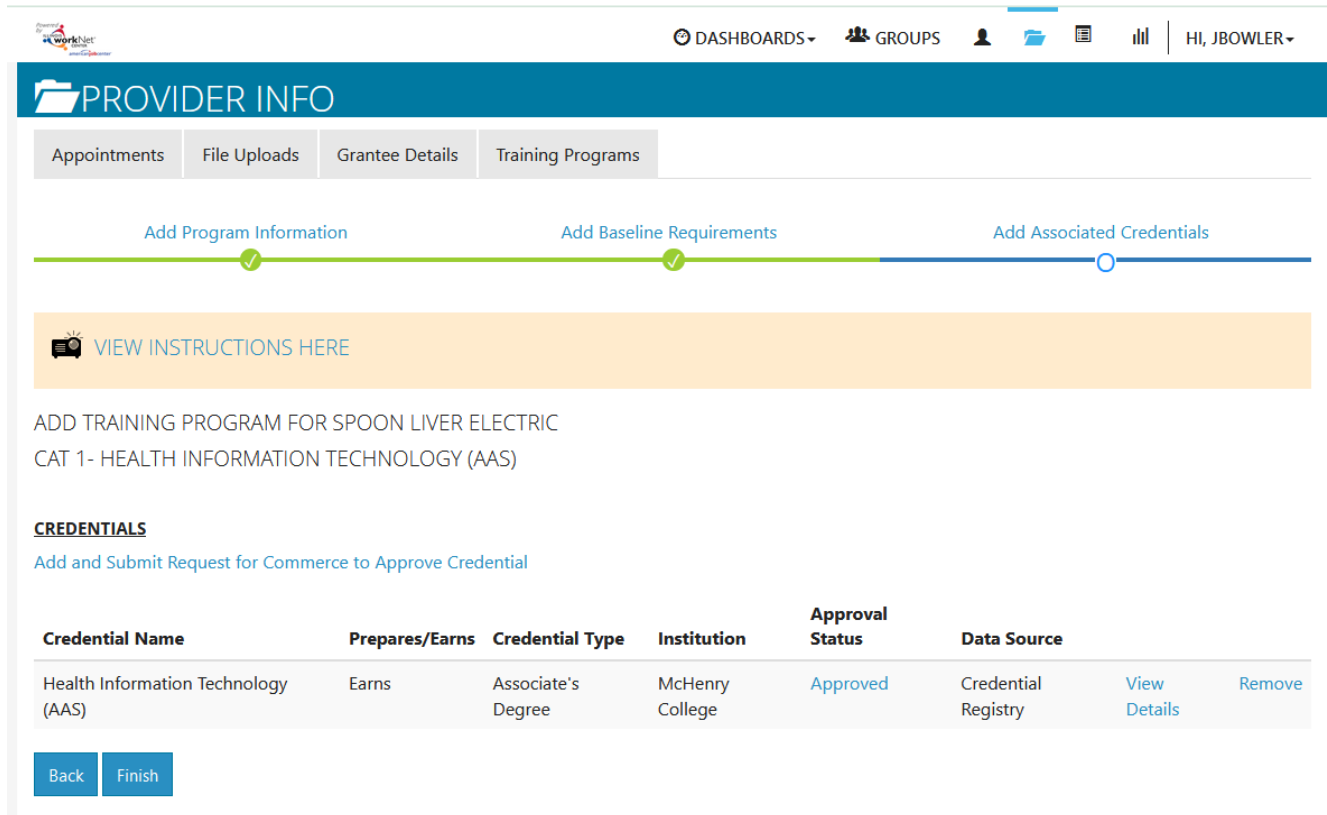r. How can this training program be accessed? *Select all that apply.*

- Bus
- Train

- Driving

s. What are the primary language(s) spoken for this program? *Select all that apply.*
  - English
  - Spanish

t. Click Next Page.

5. Enter the following information for each credential:
   a. Credential details:
      i. Select Submit Request for Commerce to Approve Credential.
         1. Credential Name*
         2. Credential Type*
         3. Institution/Owner of Credential*
         4. Description*
         5. Level of Degree (Bachelor', Post-secondary, etc.)
         6. Occupations
         7. Industries
         8. Subject Areas
         9. Does the customer earn this credential or get prepared to earn this credential upon completion of the program?

DASHBOARDS ▾   GROUPS   HI, JBOWLER ▾

PROVIDER INFO

| Appointments | File Uploads | Grantee Details | Training Programs |

Add Program Information ✓   Add Baseline Requirements ✓   Add Associated Credentials ○

🔊 VIEW INSTRUCTIONS HERE

ADD TRAINING PROGRAM FOR SPOON LIVER ELECTRIC
CAT 1- HEALTH INFORMATION TECHNOLOGY (AAS)

CREDENTIALS
Add and Submit Request for Commerce to Approve Credential

Credential Name	Prepares/Earns	Credential Type	Institution	Approval Status	Data Source		
Health Information Technology (AAS)	Earns	Associate's Degree	McHenry College	Approved	Credential Registry	View Details	Remove

Back   Finish

Once the program information is entered into the system, Commerce will review and approve the credentials entered the system and the program.

NOTE:

It is important to enter accurate information.

- Program information will be used to populate service details and related credentials.
- Industry information will be used to determine if work experiences re related to the training program.
- Training program information will be used to populate various reports within the system.