



# Returning Residents

## CEJA Reporting System Session 3 Part B

### August 6, 2025

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity.

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# CEJA REPORTING SYSTEM

## RETURNING RESIDENT OVERVIEW

### Review

- Add Customer, Prescreen, Apply, & Assess
- Add & Update Services & Credentials

### Demonstration

- Enter Training Program Completion - Complete, Withdrawal, Release Prior to Completion, Co-Enrollment
- Enter Program Completion & Transition Outcomes

# REPORTING SYSTEM **PARTNER GUIDE**

## RETURNING RESIDENTS PARTNER GUIDE

This guide is intended to be used by grantees participating in the Returning Residents program. This site will be updated as the project progresses and materials are needed.

Only partner accounts that have been granted access will see this program listed in their Customer Support Center Group list.

[Access CEJA Policy Documents](#)

 [Access the Returning Residents Reporting System.](#)

 View the [CEJA Reporting System Quick Start Guide](#).



## ALL RESOURCES



**Returning Residents Dashboard**  
Access the Returning Residents system - forthcoming



**Policies and Procedures**  
Find the full list of resources, instructions, and related policies for Returning Residents.



**Technical Assistance, Tutorials, & Videos**  
Find technical assistance documents, tutorials, training videos, and more.



**Partner Tool Updates**  
View this page to see the latest partner tool updates to the Returning Residents Dashboard tool.

## RETURNING RESIDENTS REPORTING SYSTEM GUIDE



**Add Outreach Events, Partners, and Engagements**

1. Go to the Partner Engagement and Management tab
2. Add Outreach and enter required fields
3. Add Partners and enter required fields



# GET SET UP IN THE SYSTEM **GRANTEE DETAILS**

TEST

DASHBOARDS • GROUPS • HI, MONICA JONES

PROVIDER INFO

AppointmentsFile UploadsGrantee DetailsTraining ProgramsCompliance Reports

Project \*CEJA

Provider/Grantee \*Centralia Correctional Center

SelectPrint

Grantee Info

CASE NOTES(0)

Provider/Grantee NameCentralia Correctional Center

TA Contact Info

Grant Sub Program(s)WIA

Scope Overview

Accepting ApplicationsYes

Grantee Address9330 Shattuck Rd Centralia, IL 62801

Grantee Program Name

Program Start Date

Target PopulationLWIA

ASSOCIATED GRANTS

10 entries per page

No Grants Have Been Added

Showing 0 to 0 of 0 entries

STAFF COMPLETING REQUIRED TRAINING

NOTE: IT IS RECOMMENDED TO UPLOAD CERTIFICATES OF COMPLETION TO THE "FILE UPLOADS" TAB FOR THE AGENCY.

10 entries per page

No Staff Have Been Added

Showing 0 to 0 of 0 entries

TRAINING PROGRAMS

10 entries per page

Search:

Program Name	Provider Name	Length of Training	Type	Location	Credentials	Credential Institution
Wind Energy Technician	Danville Area Community College	104 weeks	Career Pathway	2000 East Main Street Martin Luther Memorial Way Danville, IL 61832	Earns Wind Test Credential	Danville

Showing 1 to 1 of 1 entry



SERVICES						Edit Services to Use on Career Plans
50	entries per page		Search:			
Category	Name	Description	Active Status	delete		
N/A	Alumni Networking	Alumni Networking Service CEJA:	Yes	✗		
N/A	Assistance with completing an apprenticeship program application	Provide assistance with completing a registered apprenticeship application in the construction industry. For program graduates who want to apply for apprenticeship. CEJA:	Yes	✗		
N/A	Bridge Training	this is for CEJA mock up for WH and RR	Yes	✗		
N/A	Career advancement services	Services that provide individuals with information about additional education or employment opportunities to advance in career and secure better paying jobs. Services may provide labor market and employment information about in-demand industry sectors or occupations available in local area. May include such as career awareness, career counseling, and career exploration services. CEJA:	Yes	✗		
N/A	Career Planning (Case Management)	Provision of a client-centered approach in the delivery of services designed: to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job, education, and career counseling during program participation and after job placement. Career planners are to provide one-on-one staff assistance and career counseling. These activities are to assess the areas in which participants have the greatest needs and to assist them in determining whether or not their existing skills are in demand in the local economy. CEJA:	Yes	✗		
N/A	Career Training: HVAC Installer & Technician	A job-specific training program that Workforce Hubs can elect to provide. Modules will align with the Clean Jobs Curriculum Framework. Completion is based on 80% attendance and 70% post-assessment. CEJA:	Yes	✗		
N/A	Career Training: Solar Photovoltaic Training	A job-specific training program that Workforce Hubs can elect to provide. Modules will align with the Clean Jobs Curriculum Framework. Completion is based on 80% attendance and 70% post-assessment. CEJA:	Yes	✗		
N/A	Comprehensive & Specialized Career Assessment (3-4 weeks before program completion)	This service is provided to make determinations of participants' skill levels and service needs. It is used to record diagnostic tests and comprehensive and/or specialized assessments, including in-depth interviews and evaluations, of participants barriers to employment, occupational goals, and career pathway, along with the occupational knowledge, skills, and abilities associated with the goal and pathway, and service needs. This service may include interpreting the results of assessment tools as well as in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. Other assessments may include:	Yes	✗		

# GET SET UP IN THE SYSTEM **TRAINING PROGRAMS**

**TEST** DASHBOARDS- GROUPS HI, MONICA JONES-

## PROVIDER INFO

Appointments File Uploads Grantee Details **Training Programs** Compliance Reports

Add Program Information Add Associated Credentials

[VIEW INSTRUCTIONS HERE](#)

ADD TRAINING PROGRAM FOR CENTRALIA CORRECTIONAL CENTER

[VIEW AVAILABLE TRAINING PROGRAMS AND PROVIDERS](#)

What type of program do you offer?

- ☐ Registered apprenticeship
- ☐ Pre-apprenticeship
- ☒ Career pathway ⓘ
- ☐ Youth apprenticeship
- ☐ Illinois apprenticeship ⓘ
- ☐ Illinois pre-apprenticeship ⓘ

**APPROVED TRAINING PROGRAM SOURCE**

- ☐ Private Business Vocational Schools [Search](#)
- ☒ Use a WIOA Approved Training Program [Search](#)
- ☐ Submit training program for approval. This program is not required to be included in the WIOA approved training program search.

**PROGRAM INFORMATION**

Program Name \* Wind Energy Technician

Program Description ⓘ This program prepares individuals to work in the emerging wind power energy industry. Students will complete an industry-derived curriculum as the learn about the electrical power generation industry, safety at the worksite, mechanical devices, as well as hydraulic and electrical systems. Graduates enter the workforce

Grantee Name Centralia Correctional Center

Provider Name \* Danville Area Community College

Street Address 1 \* 2000 East Main Street

Street Address 2 Martin Luther Memorial Way

[Clear Fields](#)

**TEST** DASHBOARDS- GROUPS HI, MONICA JONES-

## CAREER PLAN - EDIT CUSTOMER SERVICE

Progress Intake **Career Plan** Referral Program Completion/Follow-Up

Status (Default) **Service Provider** Post-Assessments Earned Credentials

[Career Plan](#) / [Add Activities/Services](#) / [Edit Customer Service](#)

### EDIT CUSTOMER SERVICE

**Profile: Angus Hawkins**

Email angushawkins@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

[See All](#)

[Update Profile](#)

[Reset Password](#)

[Send Message](#)

**Bridge Training**

Pick the initial service provider OR add a new one.

- ☐ No Provider
- ☒ Centralia Correctional Center - 9330 Shattuc Rd Centralia IL 62801 [Clear Program Selection](#)
- ☒ Wind Energy Technician - Danville Area Community College - 2000 East Main Street Danville, IL 61832
- ☐ Search WIOA Provider
- ☐ Search Other Provider

Name \*

Address \*

City \*

State \* Illinois

ZipCode \*

Instructor

[Add Case Note](#)

[Update Customer Service](#)

\*\*This Customer Service was updated by Monica Jones on 5/12/2025 at 4:57 PM\*\*

# GET SET UP IN THE SYSTEM **TRAINING PROGRAMS**

TEST

DASHBOARDS - GROUPS HI, MONICA JONES -

PROVIDER INFO

AppointmentsFile UploadsGrantee DetailsTraining ProgramsCompliance Reports

Add Program InformationBaseline RequirementsAdd Associated Credentials

VIEW INSTRUCTIONS HERE

ADD TRAINING PROGRAM FOR CENTRALIA CORRECTIONAL CENTER

[VIEW AVAILABLE TRAINING PROGRAMS AND PROVIDERS](#)

What type of program do you offer?

☐ Registered apprenticeship

☐ Pre-apprenticeship

☒ Career pathway ⓘ

☐ Youth apprenticeship

☐ Illinois apprenticeship ⓘ

☐ Illinois pre-apprenticeship ⓘ

APPROVED TRAINING PROGRAM SOURCE

☐ Private Business Vocational Schools [Search](#)

☒ Use a WIOA Approved Training Program [Search](#)

☐ Submit training program for approval. This program is not required to be included in the WIOA approved training program search.

PROGRAM INFORMATION

Program Name \*Wind Energy Technician

Program Description ⓘ ⓘ

This program prepares individuals to work in the emerging wind power energy industry. Students will complete an industry-derived curriculum as the learn about the electrical power generation industry, safety at the worksite, mechanical devices, as well as hydraulic and electrical systems. Graduates enter the workforce

Grantee NameCentralia Correctional Center

Provider Name \*Danville Area Community College

Street Address 1 \*2000 East Main Street

Street Address 2Martin Luther Memorial Way

Clear Fields

TEST

DASHBOARDS - GROUPS HI, MONICA JONES -

CAREER PLAN - EDIT CUSTOMER SERVICE

ProgressIntakeCareer PlanReferralProgram Completion/Follow-Up

Status (Default)Service ProviderPost-AssessmentsEarned Credentials

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: Angus Hawkins

Emailangushawkins@icemail.com

DOB1/1/2000

Last 4 SSN N/A

See All

Update Profile

Reset Password

Send Message

Bridge Training

CEJA Credentials

☐ OSHA 10-Hour Certification

☐ First Aid/CPR Certification

☐ NCCER Core Certification

☐ TradesFutures MC3 Certification

☐ Credential Wind Test Credential associated with grantee's Wind Energy Technician training program.

☐ Not a training program credential

Add Credential Manually

Search:

Name	Type	Source	Institution	Data Source
No data available in table				

Showing 0 to 0 of 0 entries

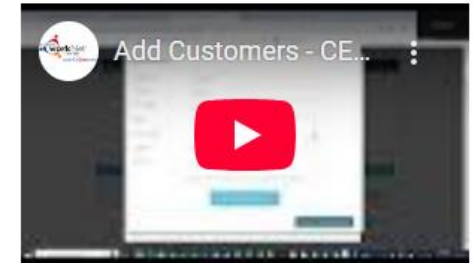
# REPORTING SYSTEM **INTAKE**

2

## Add Customers and Complete Prescreening

1. Go to Customer list and select Add Customer
2. Enter the customer information to create an Inquiry record and follow-up date. Identify customers who do not want to be contacted in the future.
3. Complete Prescreening to identify eligible programs and connect the customer with a program that suits their needs
4. Transfer customers to other CEJA programs as needed.
5. If the customer does not have an existing Illinois workNet account, an account will be created

Detail Instructions: [Add Customer](#), [Add Customer - Returning Residents](#), [Transfer Customers](#)

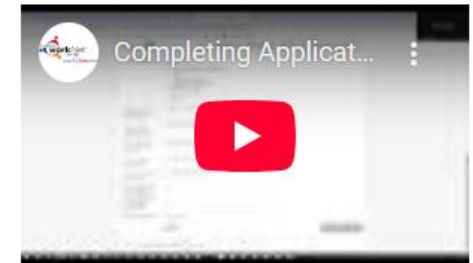


3

## Complete a CEJA Program Application

1. Enter additional demographic and contact information
2. The system will determine eligibility. Enter the customer's interest in participating in the program.
3. Review the application summary

Detail Instructions: [Complete CEJA Application](#), [Complete Returning Resident Application](#)

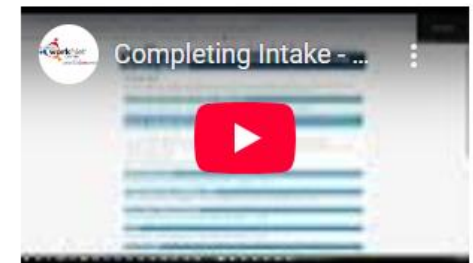


4

## Complete Intake Assessments

1. Document in funds are provided to help the customer complete intake.
2. Complete the Career assessment
3. Complete Service Needs Assessment
4. Provide customer with information on how to access their career plan

Detail Instructions: [Complete CEJA Intake](#), [Returning Resident Intake](#)



# REPORTING SYSTEM ENTER SERVICE INFORMATION

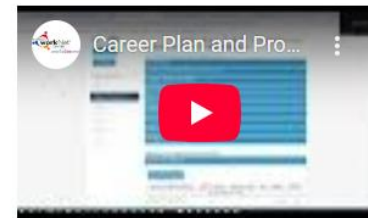
6

## Career Plan and Services

1. Add/Edit goals
2. Enter or Update Services in the Career Plan
3. Add planned start/end dates and provider information to prepopulated required services.
4. Add other services as needed.
5. Update services status, post-assessments, and credentials.
6. Use the Progress page to easily identify services that need attention.

Detail Instructions: [Update Career Plan](#), [Progress Page](#)

Policy: [Enrollment & Barrier Reduction Policy](#), [Stipend Policy](#)



**Plan Overview** 1. Review Assessment 2. Set Goals 3. Add Steps/Services Update Log

PLAN OVERVIEW CASE NOTES (3) ▲

**Profile: Angus Hawkins**  
**Email**  
angushawkins@noemail.com  
**DOB** 1/1/2000  
**Last 4 SSN** N/A  
[See All](#)  
**Update Profile**  
[Reset Password](#)  
[Send Message](#)

[View/Print EP Form](#)

**Latest Customer Goals/Plan Agreement: (Status: *Unknown*)**  
Select plan status  
[Save Status \(Send Request\)](#)

**ASSESSMENTS**  
**Career Cluster Inventory**  
Not Complete  
**Employment 101 - Pre**  
Not Complete  
**Employment 101 - Post**  
Not Complete  
**Employment 101**  
Not Started

**DESIRED CAREER PATH**  
**Career Pathway Choice**  
None  
**Occupation 1**  
None  
**Occupation 2**  
None  
**Wage Goal (Per Hour)**  
None  
[See More](#)

**ACCOMPLISHMENTS**  
**Earned Credentials: 0**  
**Completed Goals: 0**  
**Completed Services: 0**

**Related Instructions**  
[Creating a Career Plan Overview](#)  
[Career Plan Rubric](#)  
[Services Cost Report](#)  
[Case Notes Tool](#)  
[Uploading Files](#)

**Participant Summary Tools**  
[Assessments](#)  
[Case Notes](#)  
[Credentials](#)  
[Program History](#)

**CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Complete training program	<a href="#">Hide Next Steps</a>	Education/ Training Plan	5/1/2025	7/31/2025	Not Started
	<a href="#">Bridge Training</a>		5/1/2025	5/30/2025	Planned/Not Started (Scheduled)
	<a href="#">Follow-up Services</a>		5/30/2025	7/31/2025	Planned/Not Started (Scheduled)
Get a job		Career Plan			Not Started



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# REPORTING SYSTEM ENTER SERVICE INFORMATION

## Training Service Data

- **Status (required)** - All services include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete.
- **Service Provider (required)** - Identify who is providing the service. The grantee is the default provider. If the grantee is not providing the service, enter the provider information
- **Post-assessment (required upon completion)** – The post-assessment section is preset with 70% as the passing score. The grantee will need to enter a post-assessment score of 70% or higher before the service can be marked as successfully completed.
- **Credentials** – There are several credentials listed on this tab. Select the credentials earned with the service. The fields will be prepopulated so that only the credential source and date earned need to be entered. If additional credentials are earned, they can be manually entered

## Other Services Data

- **Status (required)** - All services include the related goal, status, start date, weekly hours, and notes. A completion date is required if the status is complete
- **Service Provider (required)** - Identify who is providing the service. The grantee is the default provider. If the grantee is not providing the service, enter the provider information
- **Dollar Value of Service** (optional)

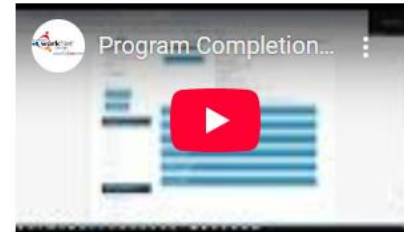
# REPORTING SYSTEM **COMPLETION/FOLLOW-UP**

7

## Enter or Update Completion/Follow-Up Information

- Enter training completion.
- Enter transition outcomes.
- Enter program completion.
- Enter follow-up case notes.
- Enter success stories.

Detail Instructions: [Program Completion/Follow-Up](#)



Updates to this section of the Quick Start Guide are forthcoming.

 **CEJA REPORTING SYSTEM FOLLOW-UP**

[Back to Customer List](#)

Progress

Intake

Career Plan

Referral

**Program Completion/Follow-Up**

**FOLLOW-UP**CASE NOTES(5)

**Profile:** Daniela Hartley

**Email**  
danielahartley@noemail123.com

**DOB** 1/1/2008

**Last 4 SSN** N/A

[See All](#)

[Update Profile](#)

[Reset Password](#)

[Send Message](#)

[Participant Summary Tools](#)

[Add Training Completion Status](#)

**Training Completion Status:** Released Prior to Completion - 8/1/2025

[Add Program Completion Status](#)

**Program Completion Status:** Released Prior to Completion  
Follow Up Date: 9/1/2025

[Add Transition Outcomes](#)

No Transition Outcome entered yet.

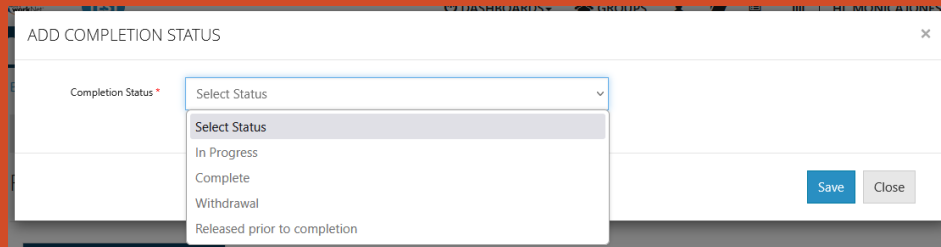
[Follow-Up Case Notes](#)

[Earned Credentials](#)

[Success Stories](#)

# COMPLETION INFORMATION TRAINING COMPLETION

Add Training Completion Status

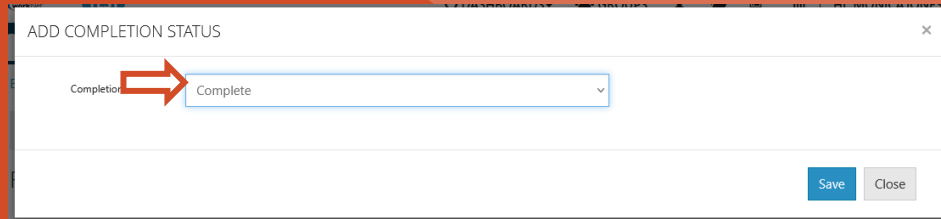


ADD COMPLETION STATUS

Completion Status \*

- Select Status
- In Progress
- Complete
- Withdrawal
- Released prior to completion

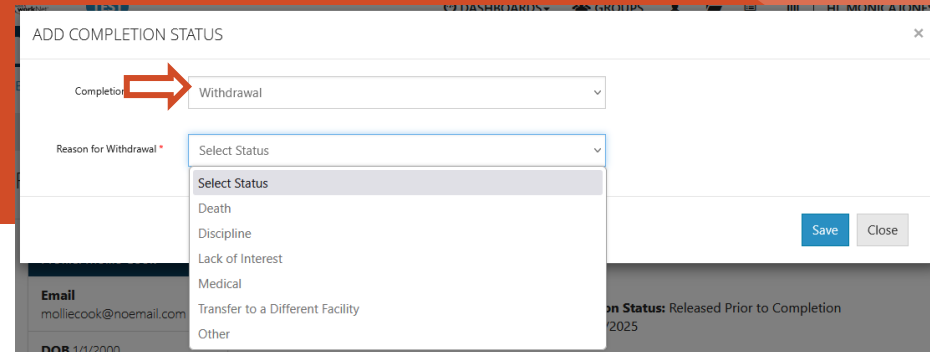
Save Close



ADD COMPLETION STATUS

Completion Complete

Save Close



ADD COMPLETION STATUS

Completion Withdrawal

Reason for Withdrawal \*

- Select Status
- Death
- Discipline
- Lack of Interest
- Medical
- Transfer to a Different Facility
- Other

Save Close

Email: moliecook@noemail.com

DOB: 1/1/2000

on Status: Released Prior to Completion 2025

# COMPLETION INFORMATION TRAINING COMPLETION

Add Training Completion Status

ADD COMPLETION STATUS

Completion Status \*

Select Status

Select Status

In Progress

Complete

Withdrawal

Released prior to completion

Save Close

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \*

Select

Select

Not Interested

Unknown

Enroll in a CEJA Program

Enroll in other clean energy program or related training

Save Close

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \*

Not Interested

Save Close

# COMPLETION INFORMATION TRAINING COMPLETION

Add Training Completion Status

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \*

- Select
- Not Interested
- Unknown
- Enroll in a CEJA Program
- Enroll in other clean energy program or related training

Save Close

Last 4 SSN N/A

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Unknown

Is a navigator available in the area where the customer is being released? \* ☒ Yes ☐ No

Which navigator is making the referral? \* Advantage Revolution

Save Close

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Unknown

Is a navigator available in the area where the customer is being released? \* ☐ Yes ☒ No

Refer customer to an Illinois workNet Center/American Job Center. Find a local Illinois workNet Center/American Job Center

Referral Info \*

Save Close

# COMPLETION INFORMATION TRAINING COMPLETION

## Add Training Completion Status

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \*

Select

Select

Not Interested

Unknown

Enroll in a CEJA Program

Enroll in other clean energy program or related training

Save Close

Last 4 SSN N/A

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Enroll in a CEJA Program

Is a navigator available in the area where the customer is being released? \* ☒ Yes ☐ No

Which navigator is making the referral? \* Advantage Revolution

Does this person need wrap-around services? \* ☒ Yes ☐ No

Who is paying for the service? \*

Select

Select

Returning Resident

CEJA Program

Save Close

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Enroll in a CEJA Program

Is a navigator available in the area where the customer is being released? \* ☐ Yes ☒ No

Select the CEJA program to which the participant was referred \* Select

Select the provider to which the participant was referred \* Select

Does this person need wrap-around services? \* ☐ Yes ☒ No

Save Close

# COMPLETION INFORMATION TRAINING COMPLETION

Add Training Completion Status

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \*

- Select
- Not Interested
- Unknown
- Enroll in a CEJA Program
- Enroll in other clean energy program or related training

Save Close

Last 4 SSN N/A

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Enroll in other clean energy program or related training

Is a navigator available in the area where the customer is being released? \* ☒ Yes ☐ No

Which navigator is making the referral? \* Advantage Revolution

Does this person need wrap-around services? \* ☒ Yes ☐ No

Who is paying for the service? \* NonCEJA Program

Save Close

ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Enroll in other clean energy program or related training

Is a navigator available in the area where the customer is being released? \* ☐ Yes ☒ No

Refer customer to an Illinois workNet Center/American Job Center. Find a local Illinois workNet Center/American Job Center

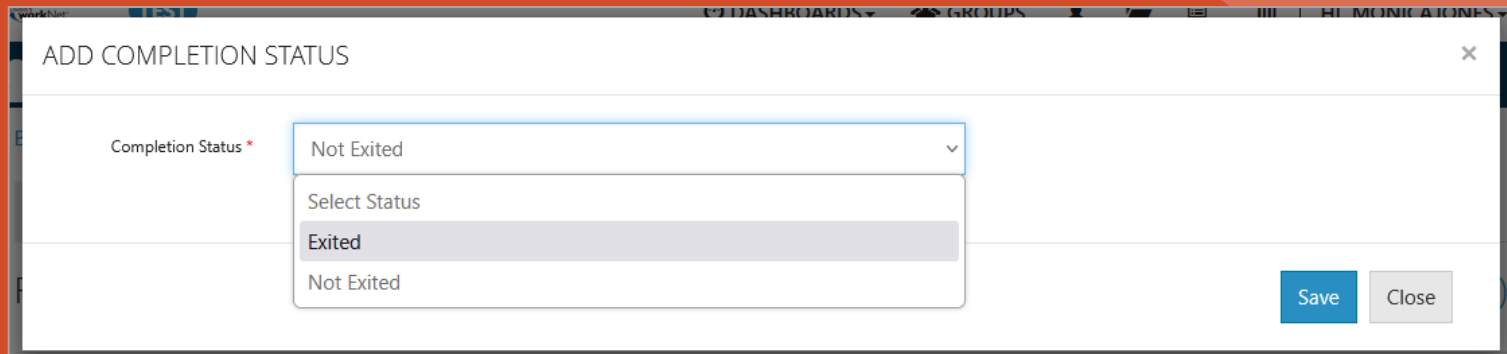
Referral Info \*

Does this person need wrap-around services? \* ☐ Yes ☒ No

Save Close

# COMPLETION INFORMATION PROGRAM COMPLETION

Add Program Completion Status



ADD COMPLETION STATUS

Completion Status \*

Not Exited

Select Status

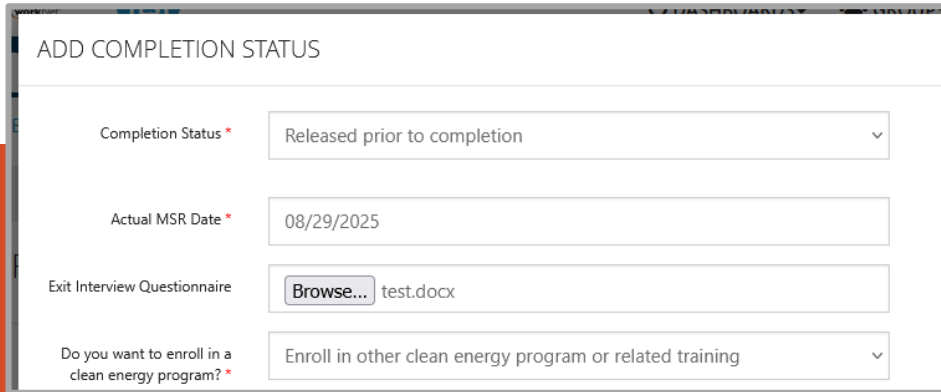
Exited

Not Exited

Save Close



# PROGRAM COMPLETION STATUS **CO-ENROLLED**



ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

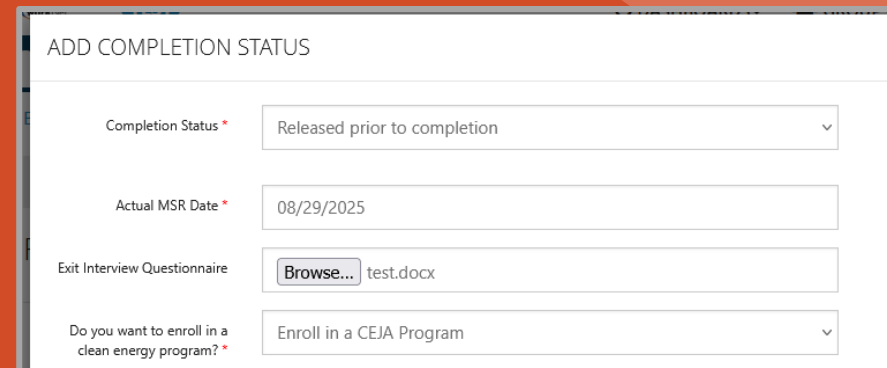
Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Enroll in other clean energy program or related training

This person's program completion status will be "Co-enrolled" once they enter the transition outcome for other training, and RR still needs to provide wrap-around service. They will remain "Co-enrolled" until they complete the training.

Add Program Completion Status

If the person goes to a nonCEJA program and the RR program does not need to provide wrap-around services, they should have a program completion of Exit (with follow-up).



ADD COMPLETION STATUS

Completion Status \* Released prior to completion

Actual MSR Date \* 08/29/2025

Exit Interview Questionnaire Browse... test.docx

Do you want to enroll in a clean energy program? \* Enroll in a CEJA Program

This person will have a status of "Released prior to completion – Applying to CEJA program" until they start WH/CW services. Then the RR program completion status will change to "Co-enrolled".

# TRANSITION OUTCOMES APPRENTICESHIP

Add Transition Outcomes

ADD TRANSITION OUTCOMES

Outcome

Apprenticeship

Apprenticeship Status \*

Select Status

Select Status

Applied

Denied

Placed

Waitlisted

Is this Apprenticeship in Clean Energy or Construction/Building Trades \*

?

Yes

No/Unsure

Is the apprenticeship Union or Non-Union? \*

Union

Non-Union

Is this a DOL Registered Apprenticeship program? \*

Yes

No

Apprenticeship Program \*

Save

Close

# TRANSITION OUTCOMES **JOB SEARCH**

Add Transition Outcomes

**ADD TRANSITION OUTCOMES** ×

Outcome

Job Search ▼

Interview Date \*

Is this job in Clean Energy or Construction/Building Trades? i

☐ Yes ☐ No/Unsure

Is this job a temporary or transition job? \* i

☐ Yes ☐ No/Unsure

Save

Close

# TRANSITION OUTCOMES **JOB PLACEMENT**

Add Transition Outcomes

ADD TRANSITION OUTCOMES

Outcome

Job Placement

Is this job in Clean Energy or Construction/Building Trades? \*

Yes  No/Unsure

Is this job a temporary or transition job? \*

Yes  No/Unsure

Do They Receive Fringe Benefits? \*

Yes  No/Unsure

Employer Information

Name \*

Address 1 \*

Address 2

City \*

State \*

Select

Zip Code \*

Hourly Wage Paid \*

Overtime Pay Rate (if applicable)

Hours Per Week \*

Start Date \*

End Date

Soc Code for the occupation of this program

First, lookup SOC Codes and Occupations

Add another +

Save

Close

# TRANSITION OUTCOMES **OTHER TRAINING**

Add Transition Outcomes

**ADD TRANSITION OUTCOMES** ✕

Outcome Other Training ▼

Is this training in Clean Energy or Construction/ Building Trades? \*

☐ Yes ☐ No/Unsure

Type of Training \* Select Status ▼

Training Program Information

Program Name \*

Provider Name \*

Program Address 1

Program Address 2

City \*

State \*

Select ▼

Zip Code \*

Status \*

Select ▼

Status Date \*

[Add Another Status](#)

Save

Close

Select Status

Select Status

Community College

University

Trade School

On The Job Training (Not Apprentices)

Other

Select

Select

Unknown - no response

Enrolled

Confirmed 12-month retention

Completed/graduated

Unsuccessful completion

# TRANSITION OUTCOMES **OPEN SMALL BUSINESS**

Add Transition Outcomes

**ADD TRANSITION OUTCOMES** ×

Outcome

Opened Small Business ▼

Is this business in Clean Energy or Construction/ Building Trades? \*

? ☐ Yes ☐ No/Unsure

State of Business \*

Select One ▼

Business Name

Business Address \*

Business Address Line 2

Business City

Business State

Select One ▼

Business ZIP Code

Business URL \*

Number of Employees \*

Year Business Opened \*

What Services does this Business Provide \*

Follow-Up Date \*

Save

Close

# PROGRAM COMPLETION/FOLLOW-UP

## FOLLOW-UP/CREDENTIALS/SUCCESS STORIES

### Follow-Up Case Notes

If this customer no longer wishes to receive follow-ups, [Add and edit the "Follow-up Services \(CM\)" service.](#)

- ✗ 1 Month - [Add follow-up Case Note](#)
- ✗ 2 Months - [Add follow-up Case Note](#)
- ✗ 3 Months - [Add follow-up Case Note](#)
- ✗ 6 Months - [Add follow-up Case Note](#)
- ✗ 9 Months - [Add follow-up Case Note](#)
- ✗ 1 Year - [Add follow-up Case Note](#)
- ✗ 2 Years - [Add follow-up Case Note](#)
- ✗ 3 Years - [Add follow-up Case Note](#)

### Earned Credentials

Not applicable when completing/withdrawing from program.

To add a credential go back to your training service and identify the credential earned. Only credentials for which the corresponding service/step is complete will show here.

10 ▾ entries per page

Search:

Name	Credential Type	Credential Source	Date Attained	Institution	Source
OSHA 10-Hour Certification	Certification	Copy of Certificate	5/29/2025	Occupational Safety and Health Administration (OSHA)	workNet

Showing 1 to 1 of 1 entry

« 1 »

### Success Stories

[Add Success Story](#)

Title	Program Type	Service Provider	Career Pathway	Date Created	Status
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# THANKS FOR VIEWING!

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