



CEJA/FEJA Reporting System Overview Session January 7, 2026

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

REPORTING SYSTEM PARTNER GUIDE

FEJA SOLAR PARTNER GUIDE

[Back to Workforce & Education Partner Resources.](#)


This guide is intended to be used by grantees participating in the FEJA Solar program. This site will be updated ongoing as the projects progress and materials are needed.

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

View the [CEJA Quick Start Guide](#) and [Quick Start Instructions](#).

 [Access the FEJA Solar Reporting System.](#)


[Access FEJA Policy Documents](#)



ALL RESOURCES




FEJA Solar Dashboard
Access the FEJA Solar guide and features.



Policies and Procedures
Find the full list of resources, instructions, and related policies for FEJA Solar.



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 FEJA Solar Dashboard tool.

FEJA SOLAR 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 Partner and enter required fields
4. Add Engagement and enter required fields
5. Edit Engagement and add Contact Notes

Detailed Instructions: [Partner Engagement and Management](#)



Add Customers and Complete Prescreening



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

TEST DASHBOARDS - GROUPS HL MONICA JONES

PROVIDER INFO

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

Project * CEJA

Provider/Grantee * Centralia Correctional Center

Select Print

Grantee Info

CASE NOTES(0)

Provider/Grantee Name: Centralia Correctional Center

TA Contact Info: InW Sub Program(s)

Scope Overview: Accepting Applications: Yes

Grantee Address: 9330 Shattuc Rd Centralia, IL 62801

Grantee Program Name: Program Start Date: Target Population: LWIA

ASSOCIATED GRANTS

10 entries per page

Number	Start Date	End Date	Grant Amount	Scheduled Participants	Actual Enrollment	Sub-Program(s) /Categories	Action
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

First Name	Middle Name	Last Name	Completed Date	Skill Name	Training Completed
No Staff Have Been Added					

Showing 0 to 0 of 0 entries

TRAINING PROGRAMS

10 entries per page

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	✗

- Grantee Details the Customer Support Center ([PDF](#))

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](#)

- Add Training Programs ([PDF](#))

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

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Provider Name *Danville Area Community College

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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:

NameTypeSourceInstitutionData Source

No data available in table

Showing 0 to 0 of 0 entries

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

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☐ Pre-apprenticeship

☒ Career pathway ⓘ

☐ Youth apprenticeship

☐ Illinois apprenticeship ⓘ

☐ Illinois pre-apprenticeship ⓘ

APPROVED TRAINING PROGRAM SOURCE

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Program Description ⓘ ⓘ

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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

DASHBOARDS - GROUPS

VIEW COHORT

COHORT INFO

Cohort NameCohort 1 - HVAC

Cohort Description

PROGRAM INFO

Program NameHVAC Technician

Provider NameCentralia Correctional Center

Address2000 East Main Street
Danville, IL, 61832



Program DescriptionThis program prepares individuals to work in the emerging HVAC 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 with the skills necessary to be employed and succeed in entry-level technical positions and with additional training and experience may advance to supervisory and advanced technical positions







Credentials**Wind Test Credential**
Institution: Danville
Type: Certification


Close

Technician Training

GET SET UP IN THE SYSTEM **WORK PLAN**



 DASHBOARDS ▾ GROUPS | HI, MONICA JONES ▾

 CEJA REPORTING SYSTEM

[Back to Customer List](#)

Customer Information

Outreach & Partners

Work Plan & Reports

Planned vs. Actual CEJA

Project Work Plan

Reports

PROJECT PLAN

Grantee Name: Centralia Correctional Center

Created By: 05/28/2025 - Monica Jones

Approved By: Not Yet Approved

Closed By: Not Yet Closed

Save

Exit

Project Narrative

Activities and Outcomes

Training Programs

Cohorts

Save

Exit

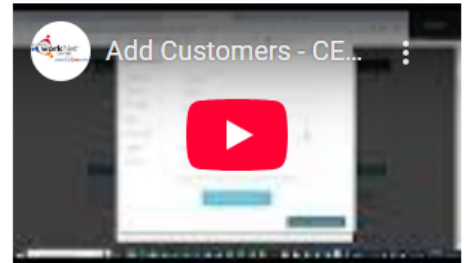
REPORTING SYSTEM **INTAKE**

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](#)

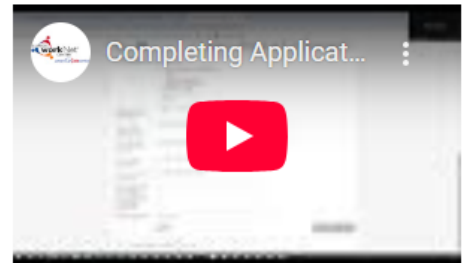


3

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](#)

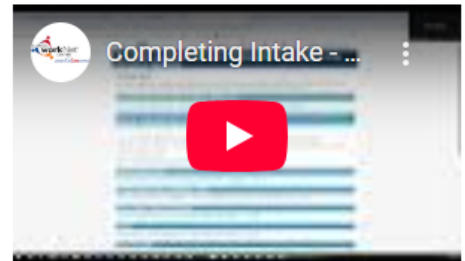


4

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

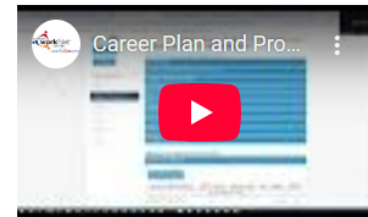
6

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 [View/Print EP Form](#)

Email
angushawkins@noemail.com

DOB 1/1/2000

Last 4 SSN N/A

[See All](#)

Update Profile

[Reset Password](#)

[Send Message](#)

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](#)

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

CAREER PLAN

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

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 ENTER SERVICE INFORMATION

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 *

ZipCode *

Instructor

Add Case Note

Update Customer Service

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

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

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

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Street Address 2 Martin Luther Memorial Way

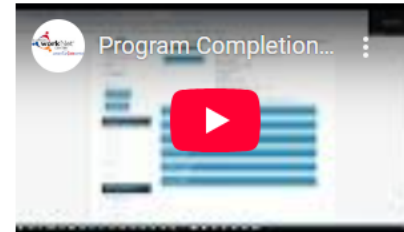
REPORTING SYSTEM COMPLETION/FOLLOW-UP

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-UPCASE 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.

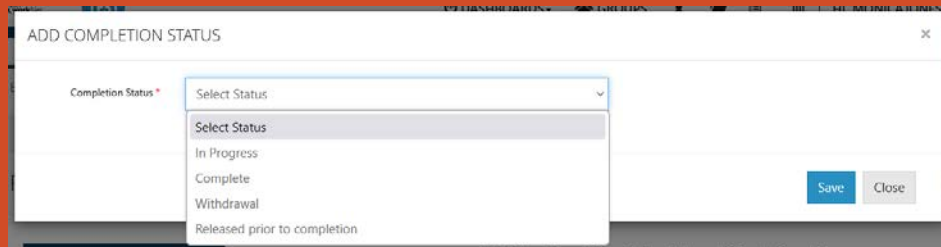
Follow-Up Case Notes

Earned Credentials

Success Stories

COMPLETION INFORMATION TRAINING COMPLETION

Add Training Completion Status

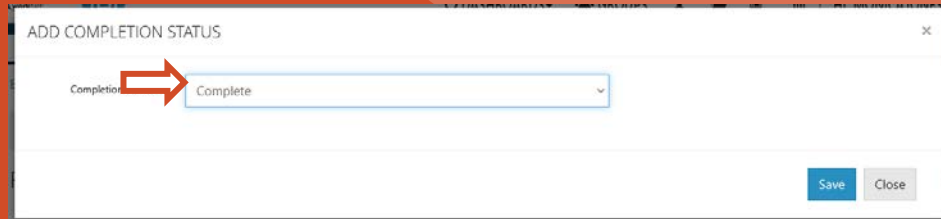


ADD COMPLETION STATUS

Completion Status *

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

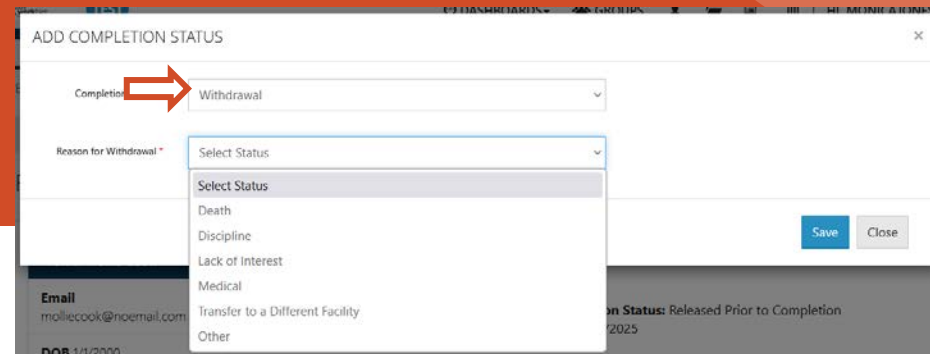
Save Close



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
mollecook@noemail.com

DOB 1/1/2000

on Status: Released Prior to Completion
2025

COMPLETION INFORMATION PROGRAM COMPLETION

Add Program Completion Status

ADD COMPLETION STATUS

Completion Status *

Not Exited

Select Status

Exited

Not Exited

Save Close

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
-------	--------------	------------------	----------------	--------------	--------



THANKS FOR VIEWING!

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information please refer to the footer at the bottom of www.illinoisworknet.com.