



Illinois
Department of Commerce
& Economic Opportunity

Illinois Works Provider Network

2024 IWRS Session IV

Norman Ruano, Deputy Director of Illinois Works





Course Description



Illinois Works was created as a result of Governor Pritzker's commitment to expanding equity in Illinois' construction workforce. The Office of Illinois Works, in partnership with Southern Illinois University's Center for Workforce Development, developed the **Illinois Works Reporting System**, also known as **IWRS**.

This system allows grantees to track key information about participants' progress throughout their engagement with the ILW Pre-apprenticeship program. During this course, you will be provided with information about the **Illinois Works Reporting System (IWRS)** including; updating completions, uploading required documents, active tracking and follow-up, and closeout.





ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Grant Manager
- Ms. Monica Pruitt, Grant Manager
- Dr. Ana Bedard, Training Analyst and Program Coach
- Dr. Vera Lee Robinson, Training Analyst and Program Coach
- Ms. Judy Honeywood, Instructional Designer
- Dr. Jeff Doolittle, Virtual Production Coordinator
- Dr. Gia Suggs, Professional Development Lead, Training Analyst and Program Coach





Course Objectives

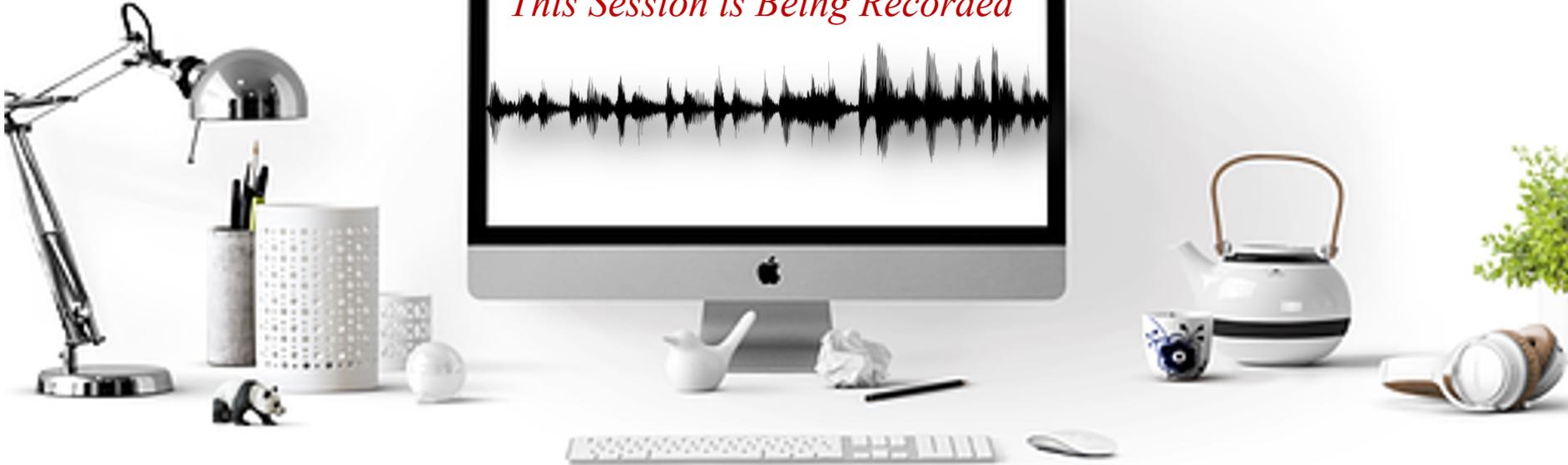
By the end of this training, learners will be able to:

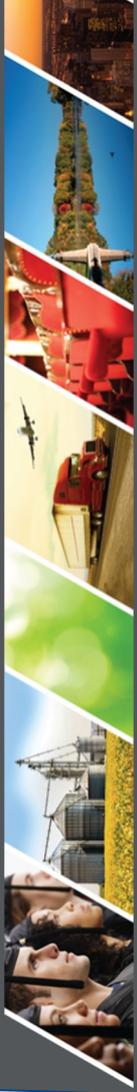
- Describe the role of the Illinois Works Reporting System.
- Explain the relationship between IWRS and the Pre-apprenticeship LifeCycle.
- Navigate the IWRS main page.
- Navigate the Participant Recruitment & Engagement tabs.
- Update completion and follow up statuses.
- Complete transition and active tracking questionnaires.
- Close out participants.
- Access ILW programmatic and compliance reports.





This Session is Being Recorded





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Module 2: Welcome and Introduction

By the end of this section, you will be able to:

- Identify your follow session participants.
- Use the Webex features and functions to fully participate in the training.
- Identify what you hope to learn.





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Comments, feedback, or questions?

Email us at:

CEO.IllinoisWorks@Illinois.Gov



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Department of Commerce
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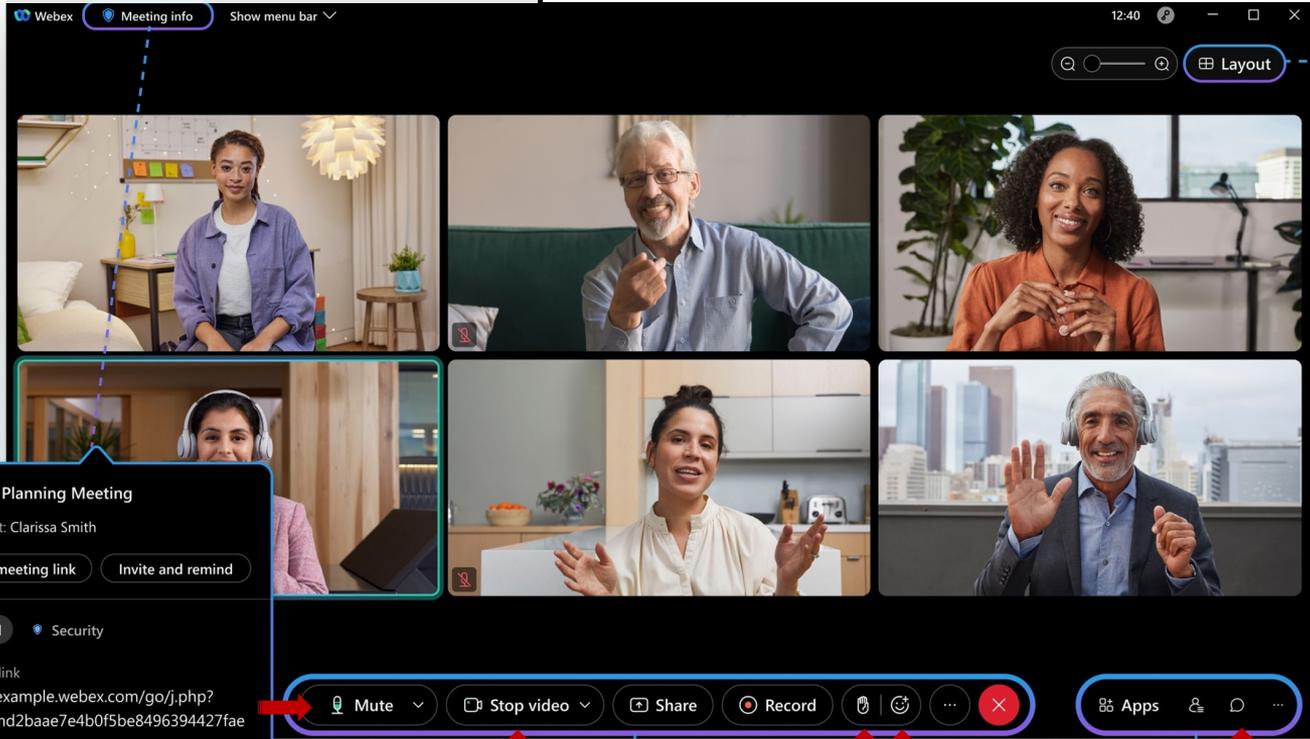
- Your Name
- Organization/Agency
- Role
- Geographic Location
- Add an asterisk (*) for each IWRS Session you've attended.



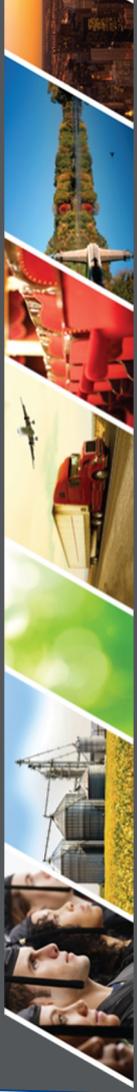
ILLINOIS 



Webex Tutorial



- Mute/Unmute
- Stop/Start Video
- Raise Hand
- Emojis
- Chat



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Module 3: Introduction to IWRS



By the end of this section, you will be able to:

- Describe the purpose of the Illinois Works Reporting System (IWRS).
- Explain the relationship between IWRS and Pre-apprentice LifeCycle.



Illinois Works Reporting System (IWRS)





Introduction to IWRS



ILLINOIS 



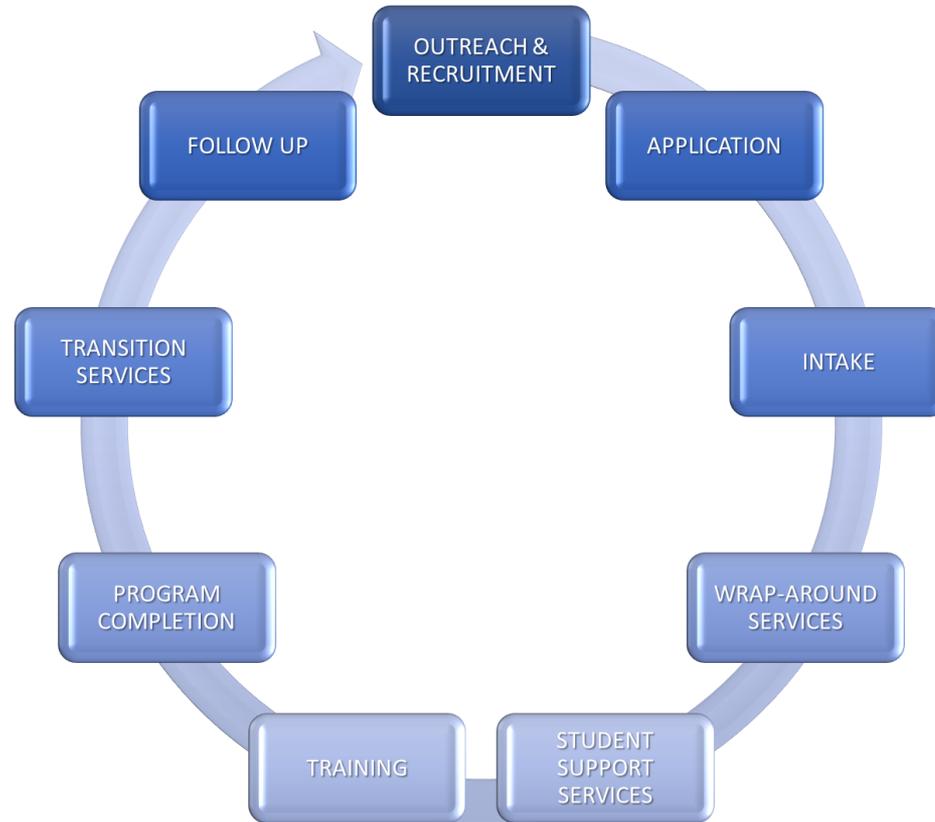


Illinois Works Reporting System



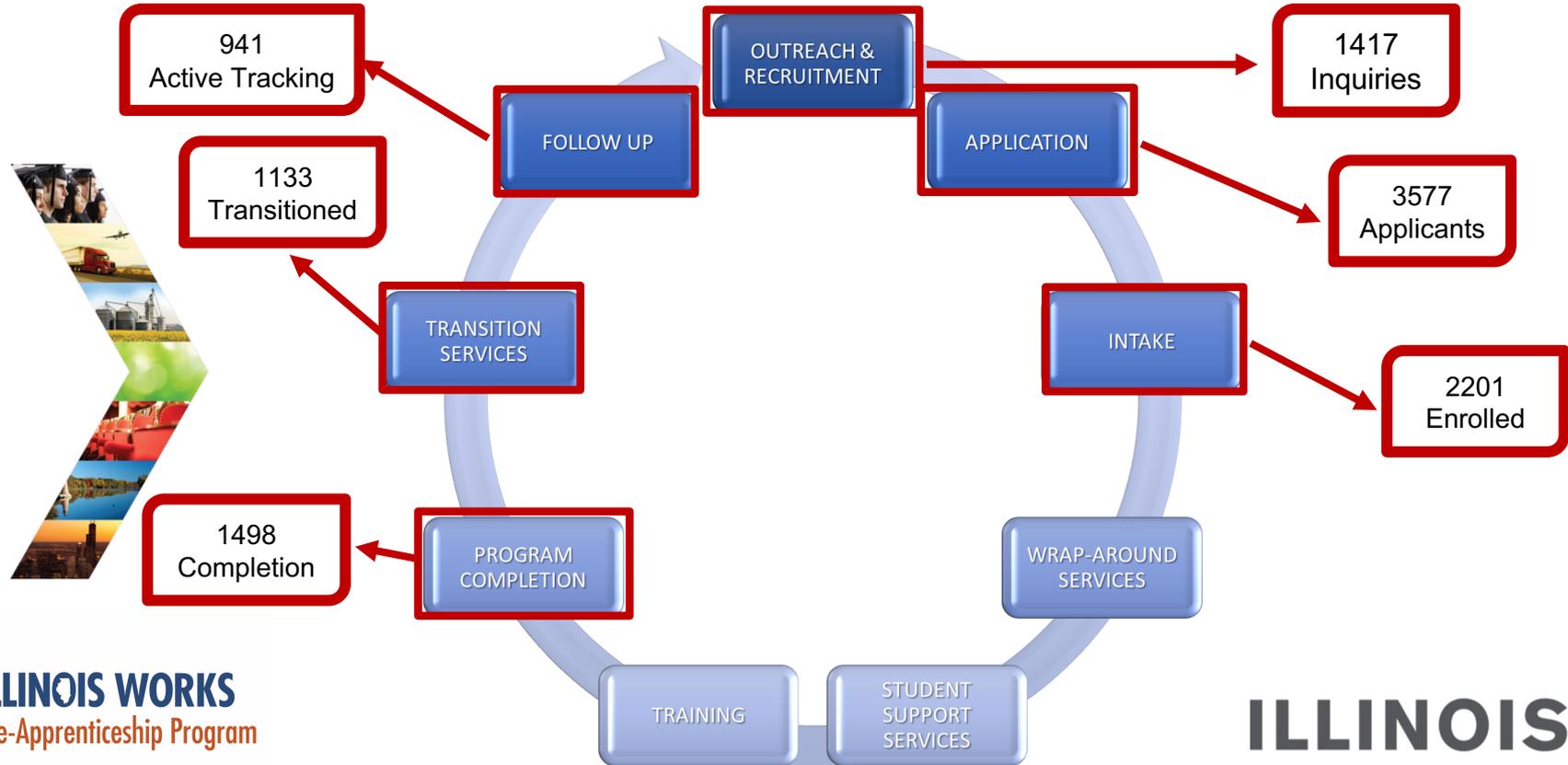


Pre-Apprentice LifeCycle and IWRS



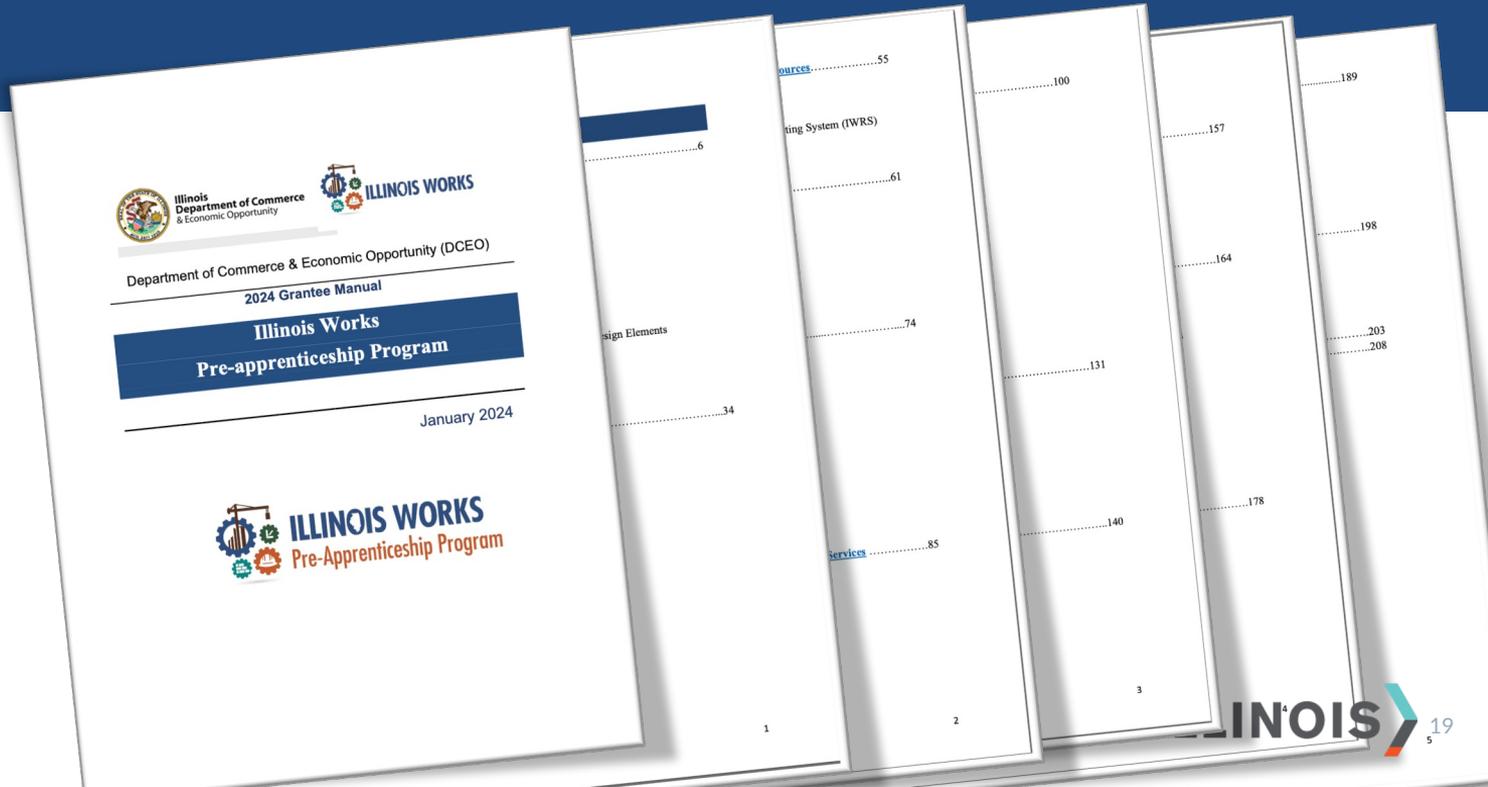


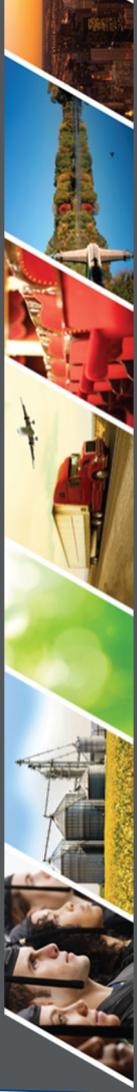
Program Elements and IWRS





2024 Grantee Manual





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Module 4: Sign into IWRS



By the end of this section, you will be able to:

- Identify IWRS roles.
- Sign into IL workNet.
- Access the Illinois Work Reporting System (IWRS).



Roles



- **Service Provider:**
Access to grantee participant information and dashboards.
- **Service Provider Program Administrators:**
Access to designated participants, grantee information, and specific reports.
- **Super Administrators (ILW Staff Role):**
Access to all Illinois Works Reporting System program tools.



IWRS Access



MENU

Login

Sign Up

ILLINOIS workNet CENTER
americanjobcenter

Search

Español

Partners

Share

STATE OF ILLINOIS WORKFORCE PORTAL

Employer

Explore resources, connect to job seekers, & register to receive personalized services to help your business recover, expand, & grow.

[Explore Resources](#)
[Set Up Virtual Job Fair](#)

Job Seeker

Explore virtual job fairs, resources, available services, & register to receive alerts to the latest info on finding a job.

[Explore Resources](#)
[Layoff Assistance](#)

Virtual Job Fair

Explore virtual job fair resources and opportunities or get access to assistance to easily set up your own virtual job fair.

[Set Up Virtual Job Fair](#)
[Search Virtual Job Fairs](#)

Training & Services

Find training programs as well as local work support services to develop skills for high demand roles.

[Find Training](#)
[Find Local Services](#)

Illinois workNet Registration

Click here to learn about Illinois workNet account benefits.
Fields with an asterisk (*) are required for registration. Enter your information below to begin using your Illinois workNet account.

First Name*

Last Name*

Date Of Birth*

Email Address*

Confirm Email Address*

Main Number Ext

Alternate Number Ext

ZIP Code*

Secret Question*

Secret Answer*

User Name*

Password*

Confirm Password*

You are required to read and indicate that you agree to the updated Terms and Conditions of this site. Click the following link to read the terms and conditions. Then indicate that you agree with the terms by checking the box below. [View Terms and Conditions](#)

Accept Agreement*

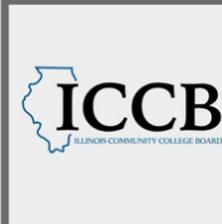




IWRS Access

State Partner Resources

 <p>ILLINOIS Pathways Science, Technology, Engineering & Math</p>	 <p>ILLINOIS WORKS Pre-Apprenticeship Program</p>	 <p>JOB TRAINING & Economic Development</p>	 <p>youth career pathways PY 2018</p>
Illinois Pathways	Illinois Works	JTED	Youth Career Pathways

 <p>ILLINOIS WORKFORCE INNOVATION BOARD</p>	 <p>WIOA WORKS ILLINOIS</p>	 <p>WIOA WORKS ePOLICY</p>	 <p>TANF/SNAP/Medical (Apply for Benefits)</p>
IWIB	WIOA Works for Illinois	WIOA ePolicy Manual	IDHS - Application For Services
 <p>ILLINOIS workNet CENTER americanjobcenter</p>	 <p>ICCB ILLINOIS COMMUNITY COLLEGE BOARD</p>	 <p>IDES ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY</p>	 <p>Rehabilitation Services</p>
Illinois workNet Center	ICCB	IDES	Rehabilitation Services

[View More](#)





IWRS Access



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ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) [Partner Engagement & Management](#) [Work Plan & Report](#)

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	

ALL RESOURCES


Access the Illinois Works Reporting System


Video Tutorials & Training Materials


Full List of Resources


Partner Tool Updates





IWRS Access



MENU

ILLINOIS workNet CENTER
americanjobcenter

Search Español Partners

My Dashboard Messages (0) Bookmarks Resumes Skills & Interests

Personal Tools			Partner Tools		
 Dashboard	 Profile	 Password	 Customer Support Center/IWIS	 Service Finder Administration	 Incumbent Worker Tracking System (IWTS)
 Messages	 Bookmarks	 Assessments	 More Tools		
 Interests	 Employment 101	 Resumes			
 Disability Estimator	 Career Plan Tools	 Attendance			

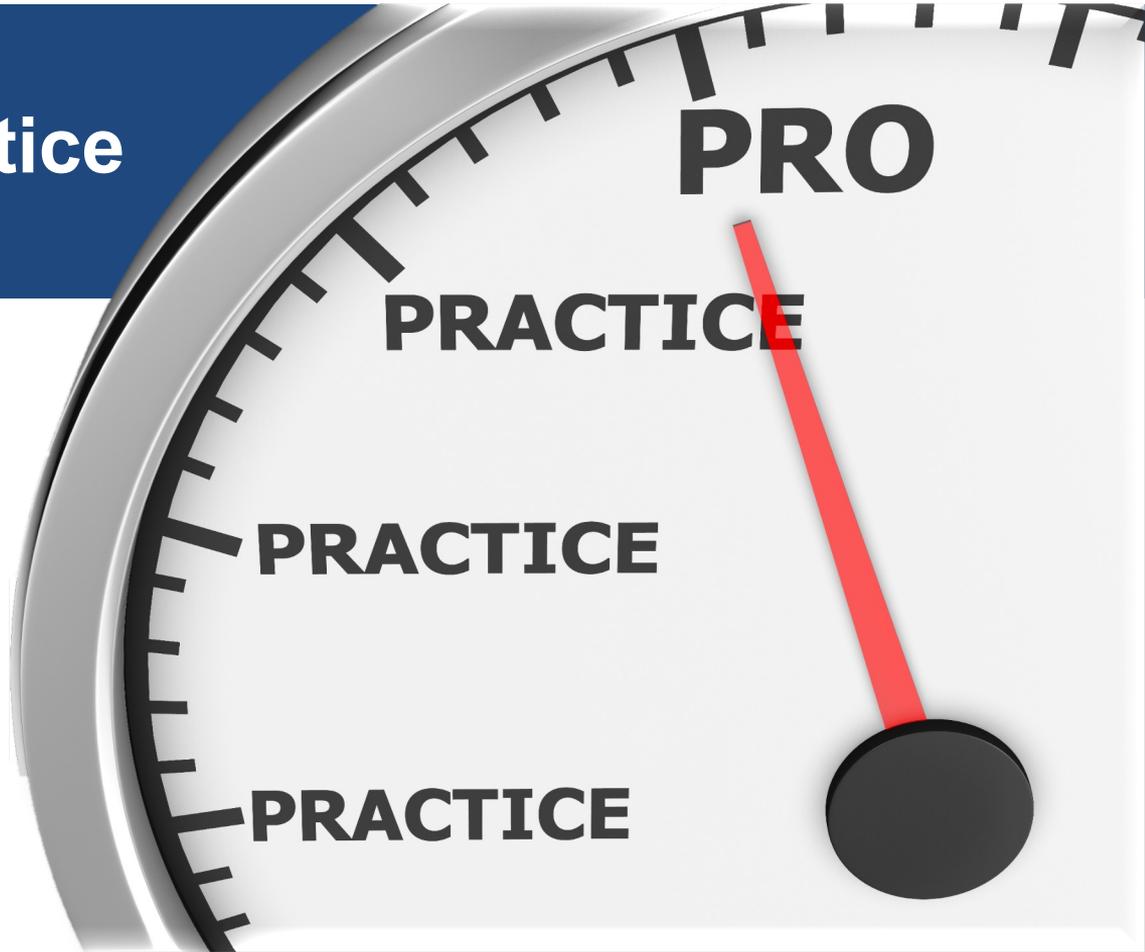




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IWRS Access - Practice





Module 5: IWRS Main Page



By the end of this section, you will be able to:

- Navigate the main page.
- Add/Update provider information.



Navigation Bar



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ILLINOIS WORKS REPORTING SYSTEM

- Participant Recruitment & Engagement**
- Partner Engagement & Management
- Work Plan & Report

Name

Intermediary/Provider

Customer Status

- Search
- Export
- Student Support Needs Report

Add Participant

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





Main Page Overview



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ILLINOIS WORKS REPORTING SYSTEM

[Participant Recruitment & Engagement](#) | [Partner Engagement & Management](#) | [Work Plan & Report](#)

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





Main Page – Participant Recruitment & Engagement



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ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management Work Plan & Report

Name

Intermediary/Provider

Customer Status

[Search](#) [Export](#) [Student Support Needs Report](#) [Add Participant](#)

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
Inquiry	Abdelfattah	Mohamed	Rebuilding Exchange	





Partner Engagement and Management - Subtabs



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ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement **Partner Engagement & Management** Work Plan & Report

Partner Engagement Contact Notes

Name *

Intermediary/Provider

Show entries

Partner Name	Provider	Type	Number of Employees	Registered Apprenticeship Sponsor	Address
5th Ward - Leslie	Tools Up	Government	5-9	No	2325 E



Main Page –Work Plan and Report



  DASHBOARDS - GROUPS HI, GIASUGGS@GMAIL.COM -

ILLINOIS WORKS REPORTING SYSTEM

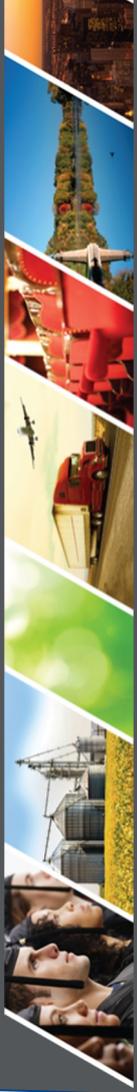
Participant Recruitment & Engagement | Partner Engagement & Management | **Work Plan & Report**

Name *

Intermediary/Provider

Plan



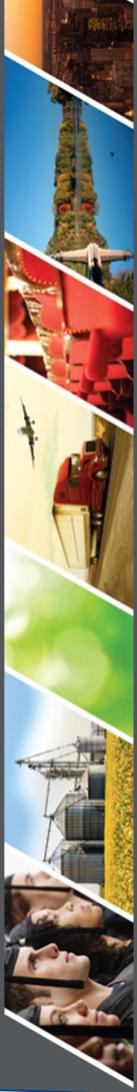


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IWRS - Practice





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Module 6: Training and Services

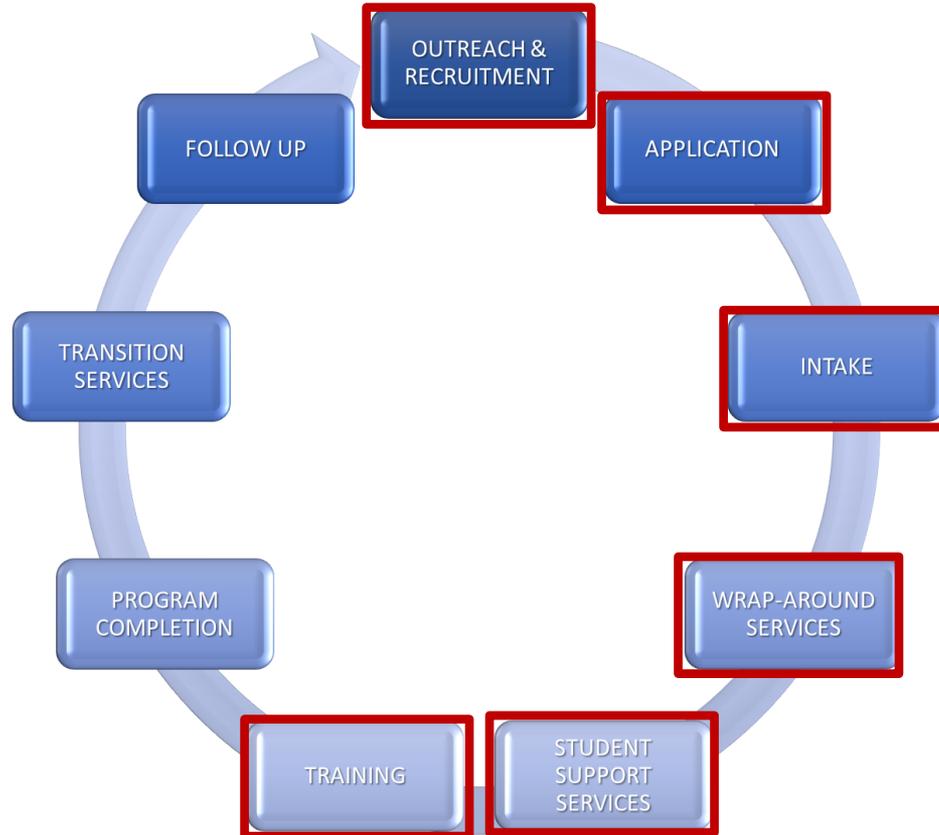


By the end of this section, you will be able to:

- Identify where this IWRS content is located on the Pre-apprenticeship LifeCycle.
- Update a completion status.
- Add/Update training services information.
- Add attendance records.
- Update the completion status for a goal.
- Complete a career assessment and create a career plan.

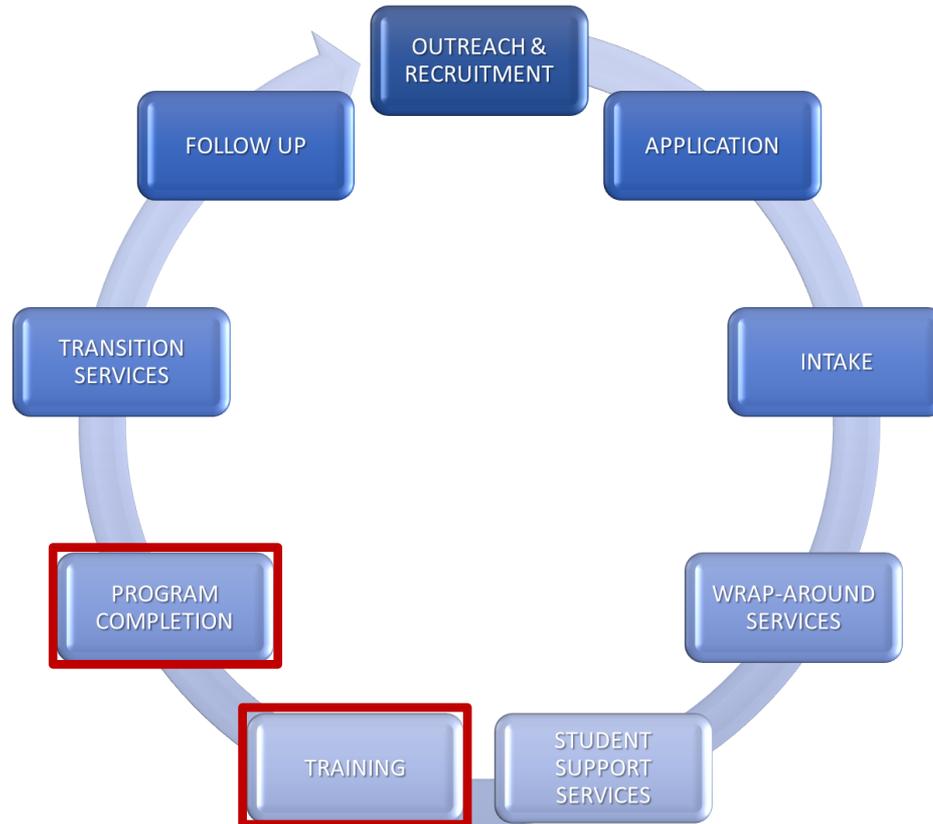


Pre-Apprentice LifeCycle





Pre-Apprentice LifeCycle





Service & Goal Statuses





Service Completion Status



 CAREER PLAN					
Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Hide Next Steps 	Career Plan	6/14/2022	8/5/2022	Not Started
	Module 1 - Illinois Works Pre-apprenticeship Program Orientation		6/14/2022	6/15/2022	Planned/Not Started (Scheduled)





Edit Customer Service



EDIT CUSTOMER SERVICE

Profile: Tiger Woods

Email testing@tw.com

User Name TWoods5

Last 4 SSN

Grantee Chicago Test Provider 1

[See All](#)

[Reset Password](#) [Send Message](#)

Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

Goal* Status* 

Planned Start Date*

Planned Completion Date*

How many hours a week are you planning on working on this? *

Other Notes

Service addresses the following situations

[Show More Situations](#)

This Customer Service was updated by Christine Flynn on 4/10/2023 at 8:32 AM

[Update Customer Service](#)





Status Options



EDIT CUSTOMER SERVICE

Profile: Tiger Woods

Email testing@tw.com

User Name TWoods5

Last 4 SSN

Grantee Chicago Test Provider 1

[See All](#)

[Reset Password](#) [Send Message](#)

Module 1 - Illinois Works Pre-apprenticeship Program Orientation

Total Subsidized days for all items: 0

Goal* **Status***

Planned Start Date*

Planned Completion Date*

How many hours a week are you planning on working on this? *

Pick one

- Planned/Not Started (Scheduled)
- Started/Open
- Successful Completion
- Unsuccessful Completion
- Evaluated/Not Required





Completion Required Documents



Sample documents:

- TradesFutures (formerly NABTU)
- OSHA
- NCCER Transcripts
- CPR





Sample Documents

THE STANDARD FOR DEVELOPING CRAFT PROFESSIONALS
13614 Progress Blvd • Alachua, Florida 32615 • p. 888.622.3720 f. 386.518.6255 • www.nccer.org

Official Training Transcript – SAMPLE

NCCER Card #: 1234567

Trainee Name: Tiger Woods

Sponsor: ABC Construction

Address: 123 Main Street
Anytown, IL 60000

Visit nccer.org/badges or scan this QR code to show off your credentials.



Module	Description	Instructor	Training Location	Completed
00106-EN6	Introduction to Basic Rigging	Mr. Construction	ABC Construction	9/17/2022
00107-EN6	Basic Communication Skills	Mr. Construction	ABC Construction	9/17/2022
00109-EN6	Introduction to Materials Handling	Mr. Construction	ABC Construction	9/17/2022
00102-EN6	Introduction to Construction Math	Mr. Construction	ABC Construction	9/16/2022
00105-EN6	Introduction to Construction Drawings	Mr. Construction	ABC Construction	9/16/2022
00108-EN6	Basic Employability Skills	Mr. Construction	ABC Construction	7/25/2022
00104-EN6	Introduction to Power Tools	Mr. Construction	ABC Construction	7/22/2022
00103-EN6	Introduction to Hand Tools	Mr. Construction	ABC Construction	6/27/2022
00101-EN6	Basic Safety (Construction Site Safety Orientation)	Mr. Construction	ABC Construction	6/23/2022

Incomplete Modules:

Module	Description	Instructor	Training Location	Written or Performance
NO ENTRIES BELOW THIS LINE				



10-hour Construction Safety and Health

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
Tiger Woods

Mr. Construction
Trainee Name

06/09/2022
Date of Issue

615-230-3358
www.volstate.edu/osha

Volunteer State Community College
An Authorized **OSHA** Training Institute Education Center®

OSHA recommends Outreach Training Courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job. This course completion card does not expire.

Use or distribution of this card for fraudulent purposes, including false claims of having received training, may result in prosecution under 18 U.S.C. 1001. Potential penalties include substantial criminal fines, imprisonment up to 5 years, or both.

To verify this training, scan the QR code with your mobile device.

Rev. 1/2016

CHICAGO WOMEN IN TRADES

This certificate is awarded to _____

for satisfactory completion of the
North America's Building Trades Unions
Apprenticeship Readiness Program
April 21st, 2022

IW 63
INTECH
TECHNICAL INSTITUTE

James M. Williams
James Williams
Executive Director, Chicago Women in Trades

David J. Jones
David Jones
Director of Training DC #14 Apprenticeship Program

Vince Sticca
Vince Sticca
Director/Coordinator Mid-America Carpenters
Regional Council Apprenticeship & Training Program

Sean McQuinn
Sean McQuinn
President, North America's Building Trades Unions

George Buttz
George Buttz
Local 63 Apprentice Coordinator

Blake Macelloni
Blake Macelloni
President, Chicago Building Trades Council

BASIC LIFE SUPPORT

BLS Provider

Tiger Woods

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date
1/1/2023

Training Center Name
ABC Construction

Training Center ID
1234567

Training Center City, State
123 Main Street, Anytown, IL

Training Center Phone Number
555-555-5555

Renew By
1/1/2028

Instructor Name
Ms. Construction

Instructor ID
12345678

eCard Code
12345678

QR Code

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.
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Completion Statuses on Goals



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

SET GOALS CASE NOTES (27) ▲

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

See All

Related Instructions

Career Plan Overview

Participant Summary Tools

Assessments

Case Notes

Change in Activity

Services

Goals should be written so they address barriers, employment goals, education/training and related stackable credentials that can be earned to advance the customer through their career pathway. They should be realistic, measurable and attainable.

Use completed assessment information to develop goals with your customer. The customer will need to agree to the overall initial plan. If additional changes are made to the customer's goal, the customer will need to agree to the update.

Add Goal Statement

Goal Statement	Category	Short/Long Term	Plan Services	Status	
Wrap Around Services	Career Plan	Long Term Goal	View	Complete	Edit Remove
Training Services	Career Plan	Long Term Goal	View	Not Started	Edit Remove
Support Services	Career Plan	Long Term Goal	Add	Complete	Edit Remove
Transition Services	Career Plan	Long Term Goal	View	Complete	Edit Remove







Completion Statuses on Goals



CAREER PLAN OVERVIEW - ILLINOIS WORKS REPORTING SYSTEM

Overview | Intake/Referral | Training/Services | Program Completion/Follow-Up

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

OVERVIEW

Profile: Tiger Woods [View/Print Career Plan Form](#)

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN: [Save Status \(Send Request\)](#)

[See All](#)

Related Instructions

- Career Plan Overview

Participant Summary Tools

- Assessments
- Attendance
- Case Notes

ASSESSMENTS

Career Cluster Inventory
Not Complete

Employment 101 - Pre
Not Complete

Employment 101 - Post
Not Complete

DESIRED CAREER PATH

Career Pathway Choice
None

Occupation 1
None

Occupation 2
None

Wage Goal (Per Hour)
None

ACCOMPLISHMENTS

Earned Credentials: 3

Completed Goals: 3

Completed Services: 13

Case Notes (27) ▲





Completion Statuses on Goals

[See More](#)

 **CAREER PLAN**

Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
...	Not Started
...	Not Started
...	Not Started
...	Not Started

EDIT GOAL ✕

Goal Statement

Category

Short/Long Term

Status

- Select One
- Not Started
- On Track
- Off Track
- Complete**





Per-Transition Career Assessment



 **ILLINOIS WORKS REPORTING SYSTEM INTAKE/REFERRAL**

Overview
Intake
Training/Services
Program Completion/Follow-Up

INTAKE/REFERRAL

CASE NOTES(28)

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

Instructions/Resources

[Intake Instructions](#)

1. **Complete Application**
 Prescreening Information
 View Application Completed on 11/4/2022
2. **Complete interview using the interview sheet**

Selected for an interview ▼

[Add/Edit Interview Information](#)

Interviewer Names Jack Nicholas & Arnold Palmer
 Interviewer Score 36.00

Upload Interview Sheet
 Interview Sheets:
[TWoods Interview Sheet.pdf](#) ✖
3. **Enter enrollment status**

[Add Enrollment Status](#)

Upload Signed Agreement
 Signed Agreements:
[TWoods Signed Agreement.pdf](#)

Add Case Note



Date	Enrollment Status	Reason	Remove



Completion Status



4. Complete screening for wrap around support services

[View Wrap Around Support Services Screening 8/9/2022](#)

5. Career Assessment

[Add Career Assessment](#)

Show entries

Assessment	Recommended Action
07/23/2022 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...
06/14/2022 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...
06/14/2022 Career Assessment	Begin outlining an action plan that will ensure the participant can meet the nec...

Previous

6. Use Customer's Training & Services/Career Plan to:

1. Use Customer's Career Plan to:

1. Discuss initial application responses saved in the career plan and add a summary to the plan.

ADD CAREER ASSESSMENT

Assessment Date *

Do you have an up-to-date resume? *

Do you have experience taking part in job interviews *

Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion? *

Primary Goal *

Secondary Goal *

If career goals are related to construction is there a specific trade(s) you're interested in pursuing? (Select at least one) *

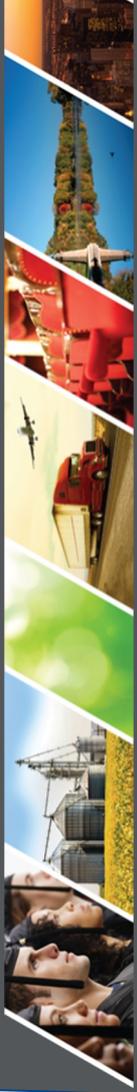
<input type="checkbox"/> Carpenter	<input type="checkbox"/> Structural Iron Worker
<input type="checkbox"/> Painter	<input type="checkbox"/> Tuckpointer
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Operating Engineer/Operator
<input type="checkbox"/> Ceramic Tile Finisher	<input type="checkbox"/> Cement Mason
<input type="checkbox"/> Glazier	<input type="checkbox"/> Boilermaker
<input type="checkbox"/> Laborer	<input type="checkbox"/> Elevator Constructor
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Iron Worker
<input type="checkbox"/> Sprinklerfitter	<input type="checkbox"/> Millwright
<input type="checkbox"/> Technical Engineer	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Electricians	<input type="checkbox"/> Teamster
<input type="checkbox"/> Plumbers	<input type="checkbox"/> Steamfitters
<input type="checkbox"/> Pipefitter	<input type="checkbox"/> * Ceramic Tile Layer
<input type="checkbox"/> Drywall Finisher	<input type="checkbox"/> * Operating Engineer - Heavy Equipment Technician
<input type="checkbox"/> Heat & Frost Insulator	<input type="checkbox"/> * Painter/Drywall Finisher
<input type="checkbox"/> Machinery Mover, Rigger, & Erector	<input type="checkbox"/> N/A
<input type="checkbox"/> Roofer/Waterproofing	





IWRS - Practice





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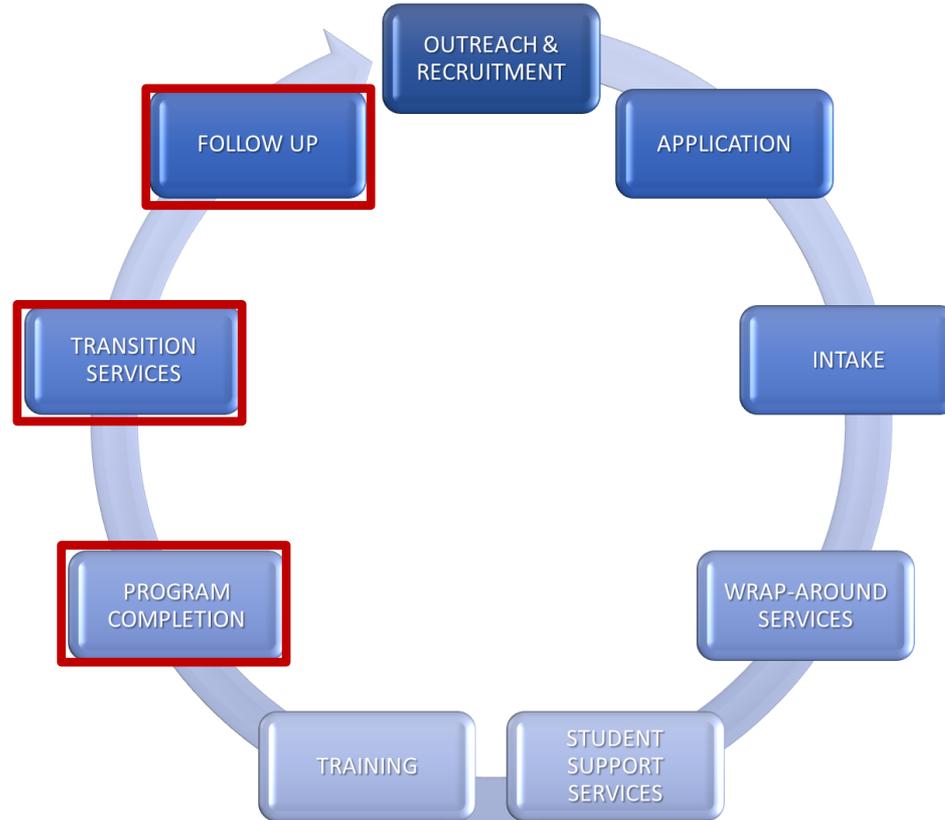
Module 7: IWRS Updated Tools and Features



- By the end of this section, you will be able to:
- Update the status to program completion /follow-up status.
 - Fulfill the active tracking follow up requirements.
 - Add/update to completion and in transition status.
 - Upload appropriate transition verification documentation (primary, alternative, and secondary).
 - Add an Active Tracking Questionnaire.
 - Support the longitudinal study.



Pre-Apprentice LifeCycle





Program Completion/Follow-Up Statuses





Participant Completion Status



  DASHBOARDS GROUPS HI, CFLYNNILW

ILLINOIS WORKS REPORTING SYSTEM

Participant Recruitment & Engagement Partner Engagement & Management Work Plan & Report

Name

Intermediary/Provider

Customer Status

Search Export Student Support Needs Report Add Participant

Show entries

Customer Status	Last Name	First Name	Provider	Assessment Date
-----------------	-----------	------------	----------	-----------------





Participant Completion Status

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview
Intake
Training/Services
Program Completion/Follow-Up

FOLLOW-UP
CASE NOTES(28)

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

[See All](#)

Participant Summary Tools

- [Assessments](#)
- [Attendance](#)
- [Case Notes](#)
- [Credentials](#)
- [Training/Services](#)
- [Uploads](#)
- [Worksites](#)

Instructions/Resources

- [Intake Instructions](#)

Enter Program Completion Status

Add Completion Status

Add Case Note

Current Completion Status: Post Program Active Tracking [View Baseline](#)
Follow Up Date: 11/10/2022

PRIMARY TRANSITION

- Complete & In Transition
- ✓ Planning to Enter a DOL Registered Apprenticeship Program
 - Applied to DOL Registered Apprenticeship Program
 - On the waitlist for DOL Registered Apprenticeship Program
 - ✓ Enrolled in DOL Registered Apprenticeship Program

SECONDARY TRANSITION

- Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
 - Opened a small business
 - Pursuing employment only
 - Other

SECONDARY TRANSITION

- Complete & In Transition
- Planning to Enter a DOL Registered Apprenticeship Program
 - Planning to apply for a DOL apprenticeship









Add Completion Status

ILLINOIS WORKS REPORTING SYSTEM FOLLOW-UP

Overview
Intake
Training/Services
Program Completion/Follow-Up

FOLLOW-UP
CASE NOTES(28)

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Credentials

Training/Services

Uploads

Worksites

Instructions/Resources

Intake Instructions

Add Completion Status

Add Case Note

Current Completion Status: Post Program Active Tracking [View Baseline](#)

Follow Up Date: 11/10/2022

PRIMARY TRANSITION

- Complete & In Transition
- ✓ Planning to Enter a DOL Registered Apprenticeship Program
 - Applied to DOL Registered Apprenticeship Program
 - On the waitlist for DOL Registered Apprenticeship Program
 - ✓ Enrolled in DOL Registered Apprenticeship Program

SECONDARY TRANSITION

- Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
 - Opened a small business
 - Pursuing employment only
 - Other

SECONDARY TRANSITION

- Complete & In Transition
- Planning to Enter a DOL Registered Apprenticeship Program
 - Planning to apply for a DOL apprenticeship





Add Completion Status



ADD STATUS ✕

Completion Status *

- Complete
- Select Status
- Complete
- Complete & In Transition
- Incomplete
- Post Program Active Tracking
- Long Term Tracking
- Administrative Withdrawal

Save Close

Profile: Tiger Woods





Add Completion Status



ADD STATUS ✕

Completion Status *

- Complete
- Select Status
- Complete
- Complete & In Transition ←
- Incomplete
- Post Program Active Tracking
- Long Term Tracking
- Administrative Withdrawal

Profile: Tiger Woods

Save Close





Add Completion Status – Case Note



Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Enter Program Completion Status

[Add Completion Status](#)

[Add Case Note](#)

Current Completion Status: Complete & In Transition [View Baseline](#)

Follow Up Date: 7/10/2023

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

PRIMARY TRANSITION

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
 - ✔ Applied to DOL Registered Apprenticeship Program
 - On the waitlist for DOL Registered Apprenticeship Program
 - Enrolled in DOL Registered Apprenticeship Program

SECONDARY TRANSITION

- ✔ Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
 - Opened a small business
 - Pursuing employment only
 - Other

SECONDARY TRANSITION

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
 - Planning to apply for a DOL apprenticeship

Upload Primary Transition Document

No file chosen







Completion and Transitions



Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

See All

Participant Summary Tools

[Assessments](#)

[Attendance](#)

[Case Notes](#)

[Credentials](#)

[Training/Services](#)

[Uploads](#)

[Worksites](#)

Instructions/Resources

[Intake Instructions](#)

[Case File Organizer Sheets](#)

Enter Program Completion Status

Add Completion Status

Add Case Note

Current Completion Status: Complete & In Transition [View Baseline](#)
Follow Up Date: 7/10/2023

PRIMARY TRANSITION

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
 - ✔ Applied to DOL Registered Apprenticeship Program
 - On the waitlist for DOL Registered Apprenticeship Program
 - Enrolled in DOL Registered Apprenticeship Program

SECONDARY TRANSITION

- ✔ Complete & In Transition
- Not Planning to Enter a DOL Registered Apprenticeship Program
 - Opened a small business
 - Pursuing employment only
 - Other

SECONDARY TRANSITION

- ✔ Complete & In Transition
- ✔ Planning to Enter a DOL Registered Apprenticeship Program
 - Planning to apply for a DOL apprenticeship

Upload Primary Transition Document

Choose File

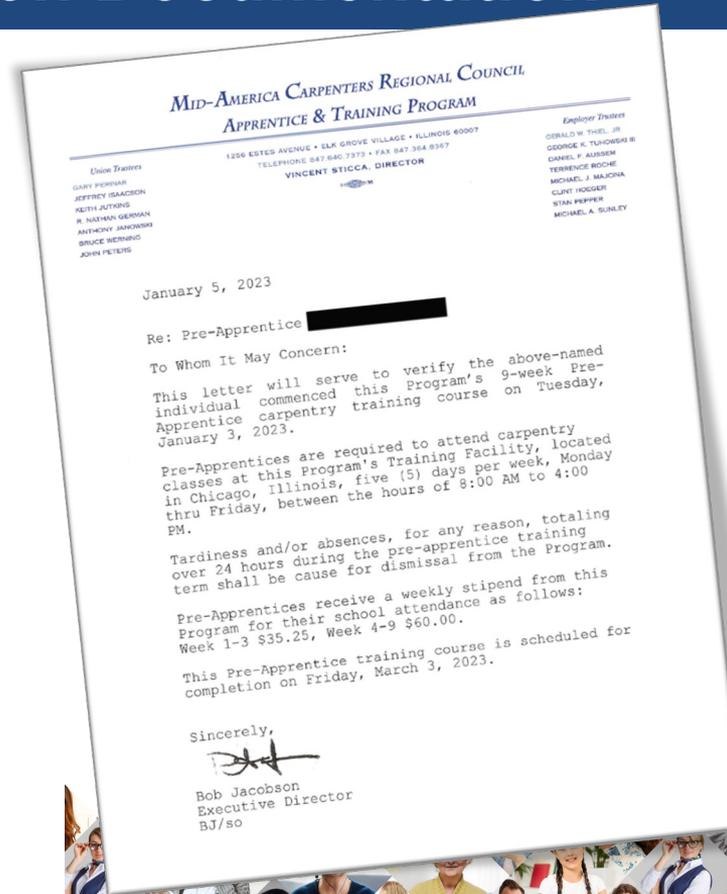
 No file chosen

Upload





Transition Verification Documentation



MID-AMERICA CARPENTERS REGIONAL COUNCIL
APPRENTICE & TRAINING PROGRAM

Union Trustees
GARY PERBAR
JEFFREY ISAACSON
KEITH JUTOWSKI
W. MATTHEW GERMAN
ANTHONY JANOWSKI
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1256 ESTES AVENUE • ELK GROVE VILLAGE • ILLINOIS 60007
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STEVE PEPPER
MICHAEL A. SUNLEY

January 5, 2023

Re: Pre-Apprentice [REDACTED]

To Whom It May Concern:

This letter will serve to verify the above-named individual commenced this Program's 9-week Pre-Apprentice carpentry training course on Tuesday, January 3, 2023.

Pre-Apprentices are required to attend carpentry classes at this Program's Training Facility, located in Chicago, Illinois, five (5) days per week, Monday thru Friday, between the hours of 8:00 AM to 4:00 PM.

Tardiness and/or absences, for any reason, totaling over 24 hours during the pre-apprentice training term shall be cause for dismissal from the Program.

Pre-Apprentices receive a weekly stipend from this Program for their school attendance as follows:
Week 1-3 \$35.25, Week 4-9 \$60.00.

This Pre-Apprentice training course is scheduled for completion on Friday, March 3, 2023.

Sincerely,

Bob Jacobson
Executive Director
BJ/so





Transition Verification Documentation





American Allied Workers Laborers Union Local #101
AAWIU.COM
[TEL773-425-2568](tel:773-425-2568)

TO:
American Allied Workers Laborers
Union Local #101
AAWIU.COM
[TEL:312-841-7743](tel:312-841-7743)

FROM:
Member Name:
Member Phone:
Member ID
Member Address:

PROMISSORY NOTE

September 28, 2022

FOR VALUE RECEIVED, the undersigned jointly and severally promise to pay to the order of American Allied Worker Laborers Union Local #101, the sum of 300.00 Dollars, together with interest thereon at the rate of 1.5% per annum on any unpaid balance.

Said sum, inclusive of interest, shall be paid in [monthly/weekly] installments of \$20 each, with a first payment due May31,2023, and a like amount on the same day of each [Month] thereafter until the full amount of this note and accrued interest shall be fully paid. All payments shall be first applied to accrued interest and the balance to the Principal. The undersigned reserves the right to

This note shall be fully payable upon demand of any holder in the event the undersigned shall default in making any payments due under this note within 10 days of its due date.

In the event of any default, the undersigned agreed to pay all reasonable attorney fees and costs of collection to the extent permitted by law. This note shall take effect as a Sealed instrument and be enforced in accordance with the laws of the payee's state.

This Legal Notice to Principal is a Legal Notice to Agent; and this Legal Notice to Agent is a Legal Notice to Principal.

New Member Consent Signature






Transition Verification Documentation



APPLICANT TESTING

You are scheduled for an Apprenticeship Aptitude Test
on September 14, 2022 at 8:00 a.m.
at
Sheet Metal Workers' Local #73
4550 Roosevelt Rd.
Hillside, IL 60162
Parking and entrance in rear of building only

Registration will begin at 7:15 a.m. and end at 7:50 a.m.
Testing will begin promptly at 8:00 a.m.
Anyone who is not registered by 7:50 a.m. will not be tested.

- You must bring photo identification (i.e. Driver's License, State ID).
- Know your Social Security Number.
- There is no alternate test date.
- Failure to take the Aptitude Test on your scheduled day at your scheduled time will result in the automatic disqualification of your application.
- The Aptitude Test is given in English.
- Calculators are not allowed.

Applicant Signature

8-17-22
Date

Christian Anderson
Print Name





Transition Verification Documentation



APPLICANT TESTING

You are scheduled for an Apprenticeship Aptitude Test
on September 14, 2022 at 8:00 a.m.
at
Sheet Metal Workers' Local #73
4550 Roosevelt Rd.
Hillside, IL 60162
Parking and entrance in rear of building only

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- There is no alternate test date.
- Failure to take the Aptitude Test on your scheduled day at your scheduled time will result in the automatic disqualification of your application.
- The Aptitude Test is given in English.
- Calculators are not allowed.

Applicant Signature

Print Name

8-17-22

Date





Transition Verification Documentation





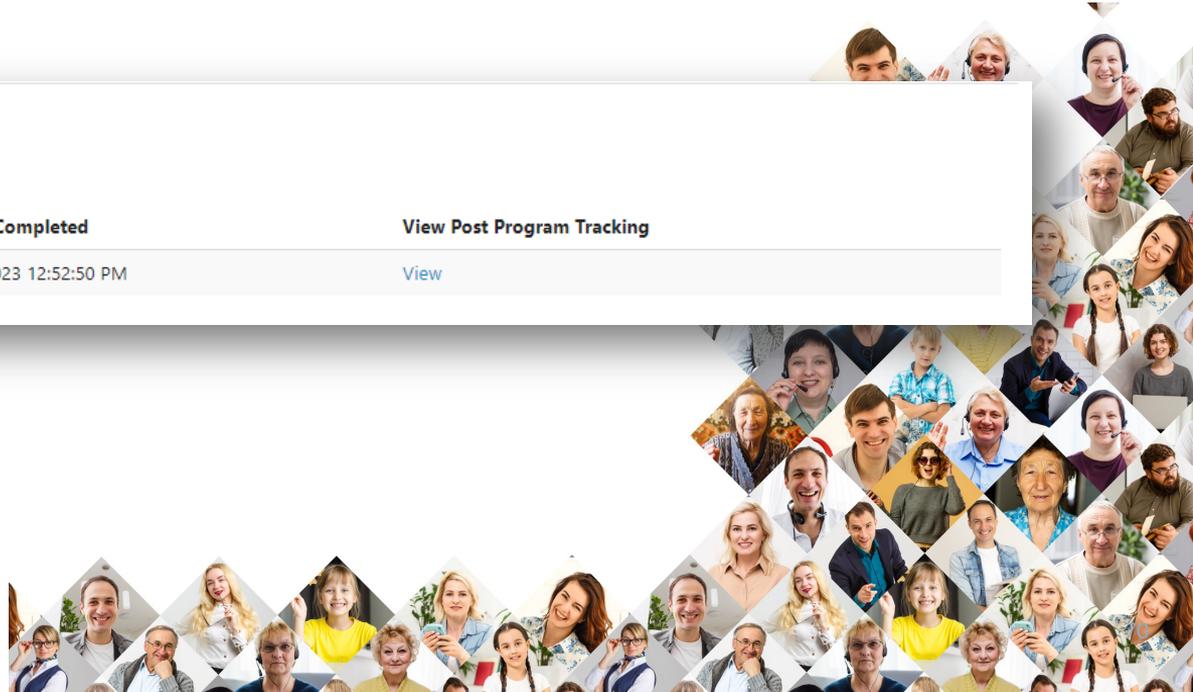
Active Tracking



ACTIVE TRACKING

[Add Active Tracking](#)

Quarter	Date Completed	View Post Program Tracking
1	4/7/2023 12:52:50 PM	View





Tracking Questionnaire



ADD STATUS

Completion Status * 

What is your post-program transition plan? * 

Transition Plan Status? * 

Which RAP are you enrolled in?

<input checked="" type="checkbox"/> Carpenter	<input type="checkbox"/> Structural Iron Worker
<input type="checkbox"/> Painter	<input type="checkbox"/> Tuckpointer
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Operating Engineer/Operator
<input type="checkbox"/> Ceramic Tile Finisher	<input type="checkbox"/> Cement Mason
<input type="checkbox"/> Glazier	<input type="checkbox"/> Boilermaker
<input type="checkbox"/> Laborer	<input type="checkbox"/> Elevator Constructor
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Iron Worker
<input type="checkbox"/> Sprinklerfitter	<input type="checkbox"/> Millwright
<input type="checkbox"/> Technical Engineer	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Electricians	<input type="checkbox"/> Teamster
<input type="checkbox"/> Plumbers	<input type="checkbox"/> Steamfitters
<input type="checkbox"/> Pipefitter	<input type="checkbox"/> * Ceramic Tile Layer
<input type="checkbox"/> Drywall Finisher	<input type="checkbox"/> * Operating Engineer - Heavy Equipment Technician
<input type="checkbox"/> Heat & Frost Insulator	<input type="checkbox"/> * Painter/Drywall Finisher
<input type="checkbox"/> Machinery Mover, Rigger, & Erector	<input type="checkbox"/> N/A
<input type="checkbox"/> Roofer/Waterproofer	

Notes 

Are you Employed? * Yes (Construction Only) No

RAPIDS ID (if available)

Was this employer sponsored? * Yes No

Follow Up Date *





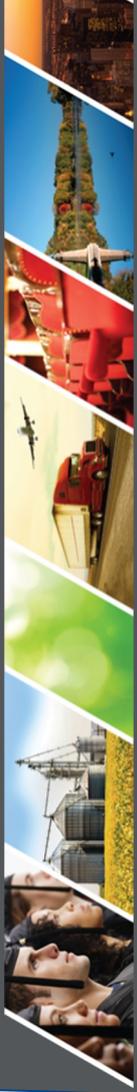
Long-term Active Tracking





Longitudinal Study



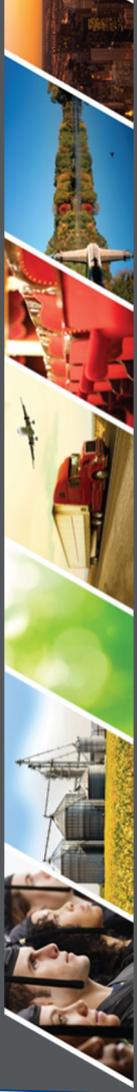


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IWRS - Practice





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Module 8: Verifying Closeout – Compliance & IWRS Reports



By the end of this section, you will be able to:

- Complete ILW closeout.
- Leverage the ILW compliance reports to track and improve performance.
- Run IWRS Transcript/Progress reports.



ILWPP Close Out



Illinois Works Pre-apprenticeship Program Grant Close Out Checklist

Organization name	Form completed by:
Date completed	

Grantees must submit this form via email to Christine Flynn at christine.flynn@illinois.gov. Grantees who finish instruction 11/30/2022 or before must complete and submit this form by 5PM CT on December 21, 2022. Grantees who finish instruction 12/1/2022 or after must complete and submit this form by 5PM CT January 12, 2023.

Grantees must verify that all the following items are completed in IWRS for all participants.

	Number of profiles this task was completed for
Intake/Referral	
<input checked="" type="checkbox"/> Completed application in IWRS	
<input type="checkbox"/> Interview sheets uploaded (One per interviewer)	
<input type="checkbox"/> Interview score and interviewer names entered	
<input type="checkbox"/> Verify that participant is in the correct cohort	
<input type="checkbox"/> Signed commitment agreement uploaded	
<input type="checkbox"/> Wrap-around support service assessment completed	
<input type="checkbox"/> Orientation Career Assessment completed	
<input type="checkbox"/> Transition Career Assessment completed	
Training/Services	
<input checked="" type="checkbox"/> All training services added (should match approved curriculum)	
<input type="checkbox"/> All training services have accurate completion status listed	
<input type="checkbox"/> All training services have accurate attendance	
<input type="checkbox"/> All training services have accurate post-assessments scores	
<input type="checkbox"/> All training services have accurate (NCCER/NABTU, First Aid/CPR, OSHA-10) to appropriate training services	
<input type="checkbox"/> All earned credentials have been added (NCCER/NABTU, First Aid/CPR, OSHA-10)	
<input type="checkbox"/> Certifications/credential documents have been uploaded to Uploads folder (NCCER/NABTU, First Aid/CPR, OSHA-10)	
<input type="checkbox"/> All wrap-around support services are appropriately added and completed	
<input type="checkbox"/> All student support services are appropriately added and completed	
<input type="checkbox"/> All transition services are appropriately added and completed	
Program Completion/Follow-Up	
<input checked="" type="checkbox"/> Appropriate program completion status has been added	
<input type="checkbox"/> Transition documentation uploaded for all participants listed as Complete & In Transition or Post-Program Active Tracking	
<input type="checkbox"/> At least one active tracking follow-up questionnaire is documented for each participant	

I verify that all the items above have been accurately entered and/or updated in the Illinois Works Reporting System. I understand that if any of the tasks above are not completed for any or all participants, the Office of Illinois Works will not approve the close out of the 2022 Illinois Works Pre-apprenticeship Program grant until those tasks are successfully completed.

I understand that the grant close-out allocation will not be released until all the information above is verified by the Office of Illinois Works and any other reporting requirements are completed as outlined by the Office of Grants Management.

Program Administrator Name _____ Date _____

Program Administrator Signature _____

Intake/Referral verified by: _____
 Training/Services verified by: _____
 Program Completion/Follow Up verified by: _____

Notes _____

Close out verified and approved by Deputy Director: _____
 Date close out report is released to the Office of Grants Management: _____





Monthly Compliance Reports





Participant Transcripts

ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT

Overview

Intake

Training/Services

Program Completion/Follow-Up

Transcript/Progress Report

TRANSCRIPT/PROGRESS REPORT

Profile: Tiger Woods

Email testing@tw.com

DOB 1/1/2000

Last 4 SSN

See All

Participant Summary Tools

Assessments

Attendance

Case Notes

Credentials

Please select one: *

Transcript

Progress Report

Reason

Select

Program Year

Select

Generate Transcript Report (PDF)





Participant Progress Reports

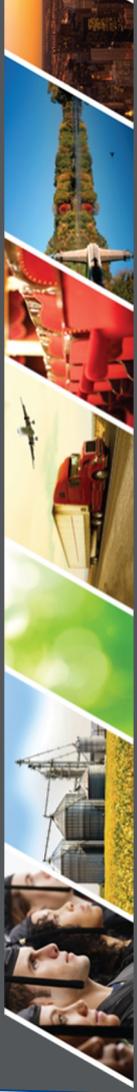
ILLINOIS WORKS REPORTING SYSTEM TRANSCRIPT/PROGRESS REPORT

Overview Intake Training/Services Program Completion/Follow-Up **Transcript/Progress Report**

TRANSCRIPT/PROGRESS REPORT

Profile: Tiger Woods	Please select one: *	
Email: testing@tw.com	<input type="radio"/> Transcript	
DOB: 1/1/2000	<input checked="" type="radio"/> Progress Report	
Last 4 SSN	Program Year	Program Start
See All	2023	xx/xx/xxxx
Participant Summary Tools	Program Quarter	Program End
Assessments	Q2	xx/xx/xxxx
Attendance	Generate Progress Report (PDF)	
Case Notes		
Credentials		

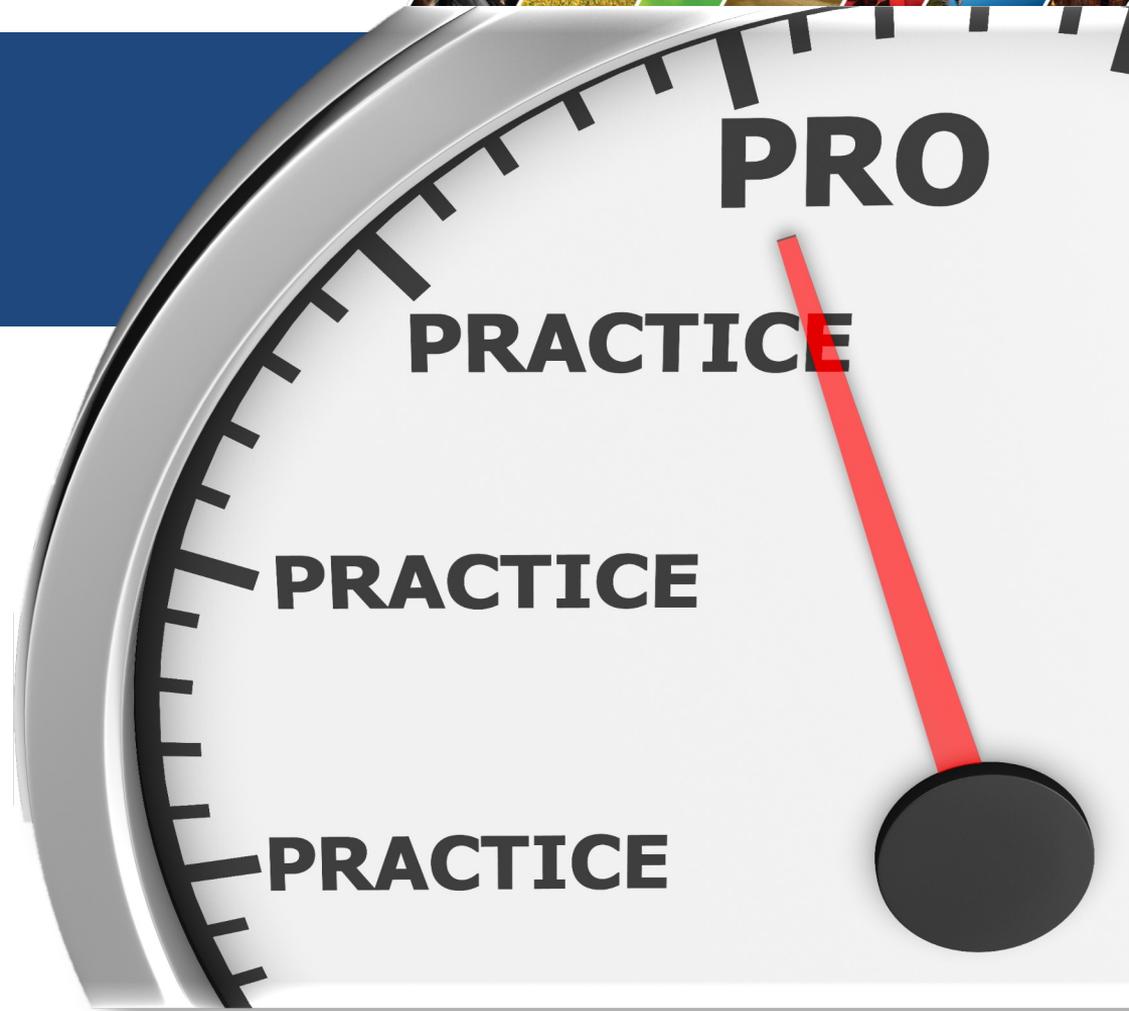


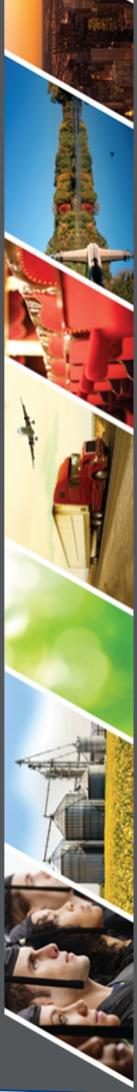


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IWRS - Practice

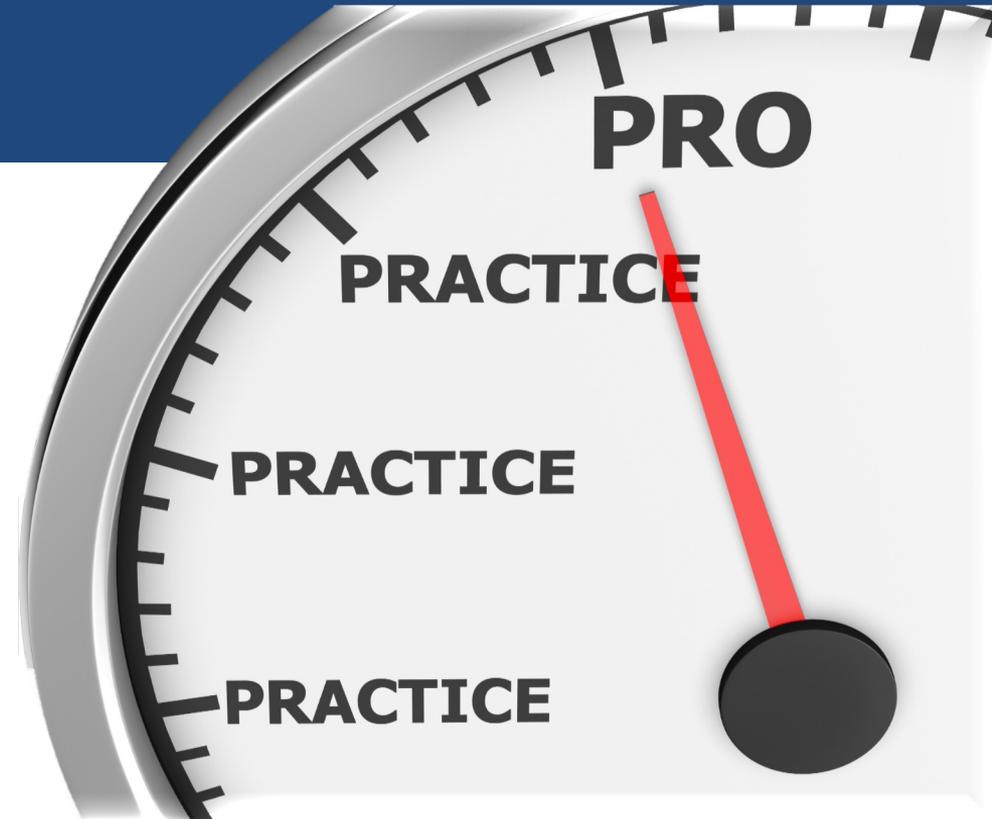




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IWRS - Demonstration





Illinois
Department of Commerce
& Economic Opportunity



Program Engagement ~ Mentimeter

Access the website: www.menti.com
Enter: 1236 3793

Enter code to vote



Vote

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Mentimeter makes remote & hybrid work easy

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Feedback ~ We want to hear from you



Thank you, and we are glad
to have you as part of our
provider network!



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor