



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

# Illinois Works Jobs Program

Meeting Starts In: **10:00**





**Illinois**  
**Department of Commerce**  
& Economic Opportunity

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# Illinois Works Pre-Apprenticeship Program

April 2026 Transition Service Coordinator Meeting





*This Session is Being Recorded*





Introduce yourself using Webex chat:



- Your Name
- Organization/Agency
- Title





# ILW Pre-Apprenticeship Team



- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Senior Pre-Apprenticeship Program Manager
- Ms. Monica Pruitt, Grant Manager
- Mr. Edwin Sanchez, Grant Manager
- Ms. Sharhianna Fulce, Grant Manager
- Mr. Robyn Hovey, Financial Grant Manager
- Ms. Sue Ridings, Monitoring Grant Manager
- Dr. Jeff Doolittle, ID and Professional Coach
- Dr. Carleta L. Alston, ID and Professional Coach
- Ms. Olivia Meisenbach, Technical Writer
- Mr. Shiva Sai Jammula, Virtual Producer
- Dr. Gia Suggs, Professional Development Lead, ID, and Professional Coach





# Objectives

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

- Identify Transition Service Coordinators from other ILW grantee staff roles.
- Utilize the Learning Management System and access the TSC Community of Practice.



# What is a Community of Practice?

The ILWPP Community of Practice is a space for its Transition Coordinators to collaborate, find resources, and support.

This shared domain creates common ground, inspires Transition Coordinators to participate, guides their learning and gives meaning to their actions.

The ILWPP Community of Practices are delivered through the 'Classroom' Learning Management System.

**Transition Services Coordinators are required to attend.**

# TSC Tools

- Monthly Community of Practice Meetings
- Illinois Works TSC Classroom
- ILWPP Partner Guide





# Monica Pruitt

- ▷ Programmatic Grant Manager, Illinois Works Pre-Apprenticeship Program
  - Started with the Office of Illinois Works within the two years of the ILW Pre-Apprenticeship Program.
  - Over five years of experience in workforce development with Illinois Works.
  - Over twenty-five years of grant management experience.

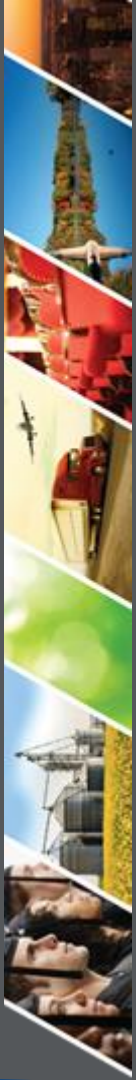


# Victor Castillo

- ▶ Program Analyst, Illinois Works Career Services
  - Started with the Office of Illinois Works in 2022, two years with the Office of Illinois Works Career Services.
  - Over twenty years of experience in Workforce Development.

# Sarah Graham

- ▷ Senior Career Services Manager (Downstate), Illinois Works Career Services
  - Started with the Office of Illinois Works in 2026 with the Office of Illinois Works Career Services.
  - Over twenty five years of experience in Workforce Development with.



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# Office of ILW Programs

## Apprenticeship

### Pre-Apprenticeship

### Bid Credit

For applicable projects, the goal is to create demand for the U.S.

Department of Labor certified apprentices (not limited to pre-apprentice program graduates) to perform:

- 10% of total labor hours actually worked (5% by ILW graduates, among others) in each prevailing wage category or
- 10% of the estimated labor hours (5% by ILW graduates, among others) in each prevailing wage category, whichever is less.

# Office of ILW Programs

Apprenticeship

**Pre-Apprenticeship**

Bid Credit

The Illinois Works Pre-Apprenticeship Program **creates a qualified talent pipeline** to fill job opportunities with diverse candidates. This program delivers pre-apprenticeship skills training through a network of community-based organizations, including community colleges, faith-based organizations, and business associations, among others.

# Office of ILW Programs

Apprenticeship

Pre-Apprenticeship

**Bid Credit**

This program incentivizes **contractors to increase the diversity of their workforce**. The Bid Credit program allows contractors and subcontractors to earn bid credits by employing and retaining apprentices who have completed the Illinois Works Pre-apprenticeship Program. Bid credits can be used toward future bids for public works projects contracted by an agency of the State.

# TSC Responsibilities

The Illinois Works Grantee Manual outlines the following:

1. Ensure participants complete Orientation and Pre-Transition Career Assessments, develop individualized career plans, assist with resumes, and provide career readiness services (e.g., mock interviews and apprenticeship application support) in coordination with staff.
2. Partner with employers, U.S. Department of Labor–registered apprenticeship programs, and other stakeholders to support successful and timely career placement for graduates.
3. Conduct post-program follow-up, respond to job postings in Career Pathway Management Platform (CPMP), and collaborate with the Illinois Works Career Services Team on events such as required annual and regional career/job fairs.

# TSC ILW Mission Support

- TSC increases employment of women, individuals of color, and veterans in construction and the building trades through enrollment into RAPs.

Illinois Works (ILW) was intentionally designed to increase equity and opportunity in capital construction projects



# Career Services Role

- ▷ Career Services Specialists provide:
- ▷ Connection for participants with employers and apprenticeship programs, supporting job placement and career pathways entry
- ▷ Guide participants through the transition process, including applications, job postings (CPMP), and career/job fairs
- ▷ Provide post-program follow-up to support retention, track outcomes, and address ongoing needs

# Career Services Role Support

- ▶ Collaborate consistently with the Illinois Works Career Services team to align support with participant goals and program outcomes.
- ▶ Support graduates after completion by helping with post-program career plans and job application steps when job orders are available.
- ▶ Maintain accurate and up-to-date graduate data and demographics in the IWRS system.

# Programmatic Grant Manager Role

- ▷ Upon completion of graduation, Programmatic Grant Managers provide:
- ▷ Align program design and implementation with transition goals to support movement from training into employment
- ▷ Monitor performance data and ensure compliance to strengthen placement outcomes, retention, and participant tracking
- ▷ Provide guidance and coordinate with Career Services and partners to improve career readiness, employer connections, and overall transition support

# Programmatic Grant Manager Support

- ▶ Partner with the Professional Development Team to support grantees through ongoing training, guidance, and technical assistance throughout the grant period.
- ▶ Deliver support in both formal settings (onboarding, regional, and annual meetings) and informal ways (calls, emails, ongoing communication).
- ▶ Collaborate to facilitate Communities of Practice (CoPs) for key program roles, such as Wrap-Around and Transition Service Coordinators.

# Misconceptions

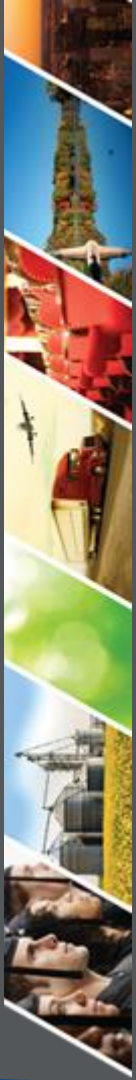
- Are we helping people get a job?

# Misconceptions

- Are we helping people get a job?
- No! Transition Service Coordinators do not directly secure employment for participants.
- The role contributes indirectly by preparing and supporting individuals for the workforce.
- They help participants build career readiness skills, develop clear post-program plans, and stay engaged after program completion.
- By providing guidance, connecting participants to resources, and coordinating with career services, they strengthen participants' ability to successfully pursue and obtain employment.

# Misconceptions

- Are we helping people get a job?
- **Career Services** bridges the gap to employment by connecting participants to job opportunities, helping with applications, and aligning job orders with participant skills so they take the lead on actual job placement support.
- **Programmatic Grant Managers** ensure programs are running effectively by providing oversight, guidance, and technical assistance, which helps maintain high-quality services that prepare participants for employment.



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## TSC Community of Practice

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

- Identify the Community of Practice.
- Explain how to join the Learning Management System and access the TSC Community of Practice.



# What is a Community of Practice



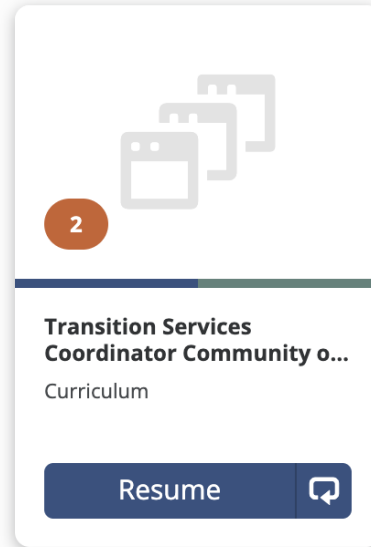
**Collaboration** ▶ **Resources** ▶ **Support**

The ILWPP Community of Practices is delivered through the Absorb Learning Management System.




# TSC Community of Practice Resources

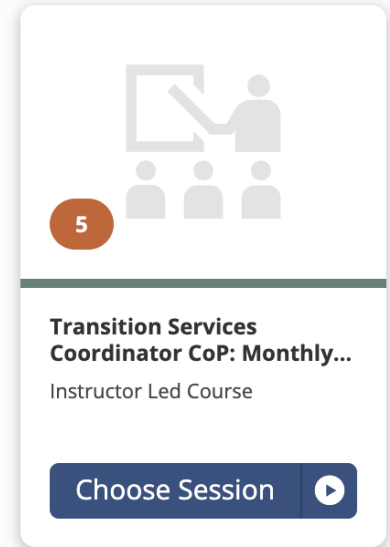
- TSC meeting recordings
- TSC presentation slides
- TSC discussion board best practices
- RAP resources and registration windows
- Union materials & websites
- Participant testing preparation materials
- ILW Grantee Manual guidance
- ILW Grantee Manual best practices
- Acceptable transition documents
- ILWPP resource links
- IWRS discussion board Q & A
- Labor Department statistics



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**Transition Services  
Coordinator Community o...**  
Curriculum

Resume 



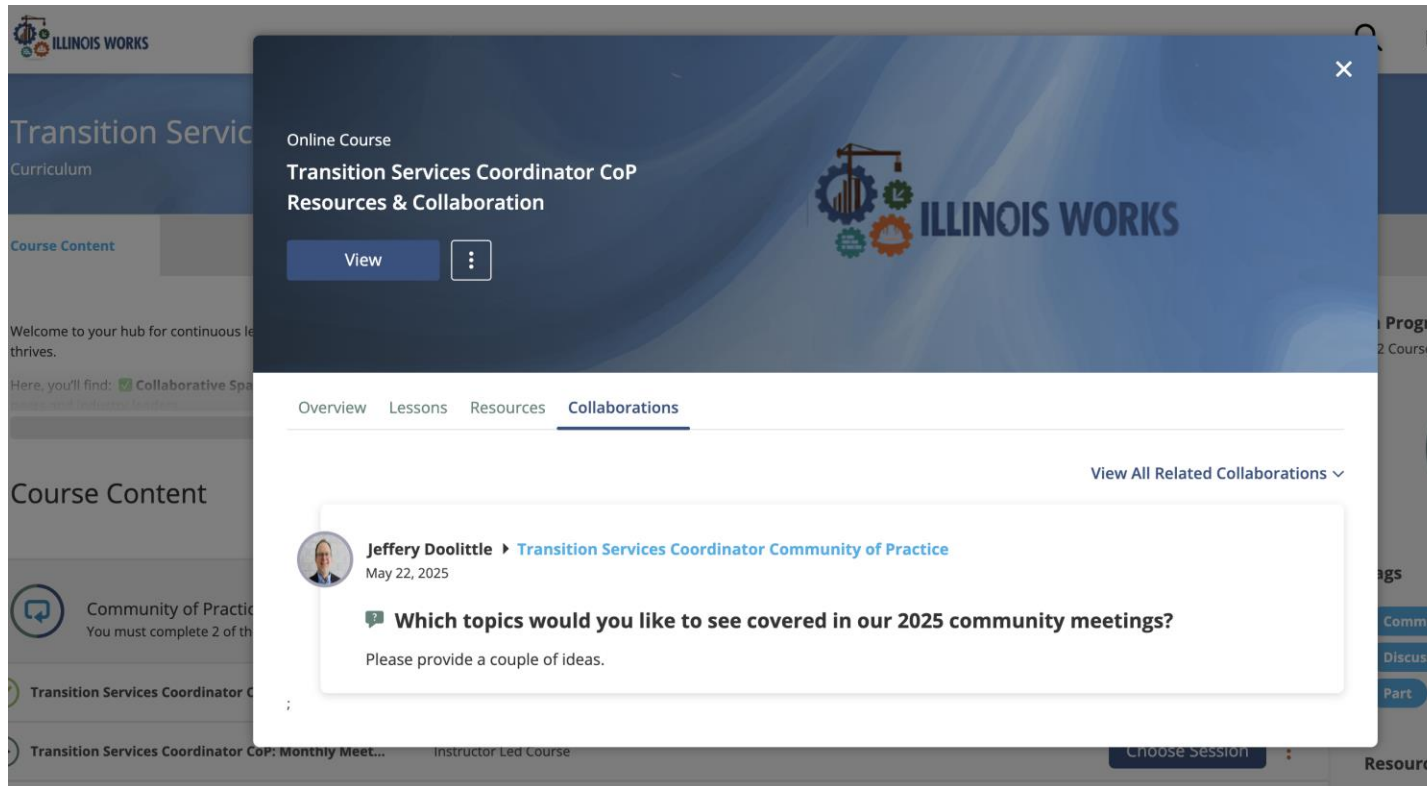
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**Transition Services  
Coordinator CoP: Monthly...**  
Instructor Led Course

Choose Session 



# Live view of TSC Community of Practice



The screenshot displays the Illinois Works online course interface. The main header reads "Transition Services Coordinator CoP Resources & Collaboration". Below this, there are tabs for "Overview", "Lessons", "Resources", and "Collaborations". A post by Jeffrey Doolittle is visible, dated May 22, 2025, with the title "Which topics would you like to see covered in our 2025 community meetings?". The post content asks for ideas for 2025 community meetings.

ILLINOIS WORKS


Online Course

Transition Services Coordinator CoP  
Resources & Collaboration

View

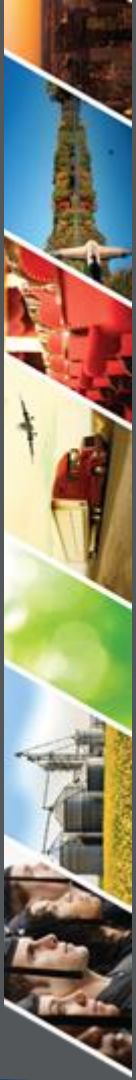
Overview Lessons Resources **Collaborations**

View All Related Collaborations

 **Jeffrey Doolittle** ▶ [Transition Services Coordinator Community of Practice](#)  
May 22, 2025

**Which topics would you like to see covered in our 2025 community meetings?**

Please provide a couple of ideas.



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# Feedback ~ We want to hear from you






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