



Illinois
Department of Commerce
& Economic Opportunity
JB Pritzker, Governor

Bid Credit Apprentice Report (Request for Bid Credits) Job Aid



This form should be submitted to request payroll bid credits for the ILW Pre-Apprenticeship Graduates you employ.

Once the form has been successfully submitted, the bid credits requested will be verified by the certified payroll submitted with your Bid Credit Apprentice Report.

Once the payroll hours have been verified, the bid credits will be deposited into your ILW Bid Credit Bank Account.

If additional information is needed to verify the payroll, you will receive an email requesting the specific information needed for approval.

If at any time you have questions regarding the Bid Credit program, please e-mail CEO.BidCreditProgram@illinois.gov.

[Apprentice Report \(Request for Bid Credits\)](#)



Bid Credit Apprentice Report (Request for Bid Credits)

This form should be submitted to request payroll bid credits for the qualified employee/ILW Pre-Apprenticeship graduate you employ.

Payroll bid credit requests will be honored for work performed no more than 90 calendar days prior to submittal.

Once the form has been successfully submitted the bid credits requested will be verified. Payroll bid credit requests will be verified by certified payroll. Once the bid credits have been verified, they will be deposited into your ILW Bid Credit Bank Account.

If additional information is needed to verify the bid credit request, you will receive an email with an update request form.

If at any time you have questions regarding the Bid Credit program, please e-mail CEO.BidCreditProgram@illinois.gov.

Please note all fields on the form with the **red** asterisk are required for submittal.

A sample of the form is on the right.

Bid Credit Program Account Number *

This is your BCP account number assigned to you at registration. Please be sure to enter it in the correct format, all accounts start with **BCP-** followed by **6 digits**, eg. *BCP-000000*.

Company Name *

Please enter your company name in the same format you submitted when you registered for the BCP.

FEIN *

Please enter **9-digits only**, omitting the dashes.

Employee Information

Employee/Apprentice Name *

Employee/apprentice **must** be a graduate of the Illinois Works Pre-Apprenticeship Program. Please enter the employee's FULL name.

Employee/Apprentice - Last 4 SSN *

Please enter the last 4 digits of the employee/apprentice's Social Security Number only.

The individual fields for completion are below:	
Bid Credit Program Account Number*	This will be the account number assigned to you at registration and included in the registration approval email. Please be sure to enter it correctly. All accounts start with BCP-followed by 6 digits, e.g. BCP-000000. Bid Credit Program Account Number * This is your BCP account number assigned at registration. Please be sure to enter it in the correct format, all accounts start with BCP- followed by 6 digits, eg. <i>BCP-000000</i>.
Company Name*	Please enter the full corporate name entered when registering for the Illinois Works Bid Credit Program. This should also be your full corporate name as registered with the State of Illinois. Please note capitalization and punctuation do matter so it MUST be identical to the corporate name provided at registration.
Federal Employer Identification Number (FEIN)*	Please enter 9-digit only, omitting the dashes.
Employee/Apprentice Name*	Employee/Apprentice Name * Employee/apprentice must be a graduate of the Illinois Works Pre-Apprenticeship Program. Please enter the <u>employee's FULL name</u>. Please enter full first and last name of your qualified employee/Pre-Apprenticeship program graduate. Employees must be a graduate of Illinois Works Pre-Apprenticeship Program AND be a qualified apprentice to be bid credit eligible.

Employee/Apprentice – Last 4 SSN*	Please enter only the last 4 digits of the employee/apprentice’s Social Security number. Employee/Apprentice - Last 4 SSN * Please enter <u>the last 4 digits</u> of the employee/apprentice’s Social Security Number only.
Illinois Works Graduate ID*	Please enter the ILW graduate’s 6-digit ID number as assigned by IWRS. This will be needed to verify the employee is an Illinois Works Pre-Apprenticeship Program Graduate. If your graduate does NOT know their IWRS number, they will need to contact their Illinois Works Pre-Apprenticeship grantee to request it. Illinois Works Graduate ID * Please enter the employee/apprentice's 6-digit ID assigned by IWRS to all Illinois Works Pre-Apprenticeship Program graduates. <i>If your graduate does NOT know their IWRS number, they will need to contact their Illinois Works Pre-apprenticeship grantee to request it.</i>
US DOL-RAP Acceptance/Promotion*	Qualified apprentices MUST be registered in a US Department of Labor Registered Apprenticeship Program (US DOL-RAP) to be bid credit eligible. Choose YES, if this is the first bid credit request for your apprentice/graduate, you will be required to attach their DOL-RAP acceptance letter OR if your apprentice/graduate has been promoted since your last submission to the next apprenticeship year, you will be required to attach their DOL-RAP promotion letter. Apprentice Report (Request for Bid Credits) Choose NO, if you have already submitted your apprentice/graduate DOL-RAP acceptance letter OR if your

apprentice/graduate is still in the same apprentice year. Apprentice Report (Request for Bid Credits)

Required documentation will be uploaded with the Certified Payroll Reports.

Please note, whether answering YES or NO, additional documentation regarding the apprentice's status or promotion will be requested annually or approximately every 2,000 payroll hours.

US DOL-RAP Acceptance/Promotion *

Qualified apprentices **MUST** be registered in a US Department of Labor Registered Apprentice Program (US DOL-RAP) to be bid credit eligible.

Documentation regarding the apprentice/graduate's status or promotion will be requested annually or approximately every 2,000 payroll hours.

Please choose YES, if this is the first bid credit request for your apprentice/graduate **OR** if your apprentice/graduate has been promoted since your last submission to the next apprentice year. This will require that you attach their DOL-RAP acceptance or promotion letter.

Please choose NO, if you have already submitted your apprentice/graduate DOL-RAP acceptance letter **OR** if your apprentice/graduate is still in the same apprentice year.

Required documentation will be uploaded below with the Certified Payroll reports.

☐ Yes

☐ No



Apprenticeship Program Type*	Please select if the apprenticeship program the employee/graduate is enrolled in is an Union or Private program. Apprenticeship Program Type * ☐ Union ☐ Private
Apprenticeship Program Name*	Please enter the US DOL Registered Apprenticeship Program the employee/graduate is enrolled and participating in. All Illinois Works Pre-Apprenticeship graduates MUST be registered in a US DOL-RAP to be bid credit eligible. Apprenticeship Program Name * Qualified apprentices MUST be registered in a US Department of Labor Registered Apprentice Program (US DOL-RAP) to be bid credit eligible. Please enter US Department of Labor Registered Apprenticeship Program (US DOL-RAP) the employee/graduate is participating in.
Current Apprentice Year*	Please select the apprenticeship year the employee/graduate is currently participating in at the US DOL-RAP program. All Illinois Works Pre-Apprenticeship graduates are eligible for up to six years from the day they enrolled in their US DOL-RAP program OR until they become a journeyperson.

	Current Apprenticeship Year * Please enter the current DOL-RAP apprenticeship year the employee/graduate is currently in. Bid credits will be awarded on qualified apprentices for up to six years from the day first enrolled in the DOL-RAP or until they become a journey person. Select 1 2 3 4 5 6
Trade Titles*	Please choose the Trade Title your employee/graduate is working in from the list. <i>All prevailing wage construction trades are listed in alphabetical order in the dropdown list.</i> This trade title MUST be included in the US DOL-RAP program your employee/graduate is working in.

	Trade Titles (Listed alphabetically by Trade) * Please choose the Trade Title your employee/graduate is working in from the list. Select - ASBESTOS ABT - BOILERMAKER - BRICK MASON - CARPENTER - CEMENT MASON - CERAMIC TILE FINISHER - CERAMIC TILE LAYER - COMMUNICATION TECHNICIAN - COMMUNICATIONS SYSTEMS TECH - ELECTRIC PWR EQMT OP - ELECTRIC PWR GRNDMAN - ELECTRIC PWR LINEMAN
Project Location/Address*	Please enter the project location and/or complete address as listed on your contract and/or submitted on your Certified Payroll reports. The project location/address will need to be exact as it is used to verify the project county. Project Location/Address * Please enter the project location and/or complete address as listed on your contract and/or submitted on your Certified Payroll reports. (e.g., Old State Capitol, 1 Old State Capitol Drive, Springfield, IL 62701)
Project County*	Please select the County in which the employee/graduate performed the work in which the payroll hours are being reported on this request. <i>All counties in the State of Illinois are listed alphabetically in the dropdown list.</i>

	The project county will need to be exact as it is used to determine the REGION of the bid credits. Project County * Please select the county in which the apprentice/graduate performed the payroll hours reported on this form. Select
Payroll Information	Are you submitting more than one week of payroll? Select Yes or No. If you answer YES, you can enter up to a maximum of five weeks of payroll for the same employee/graduate in the same COUNTY can be submitted per Bid Credit Apprentice Report (Request for Bid Credits). Selecting YES, will open additional fields for you to report Week 2 – Week 5 Total Hours and Total Gross Wages. Please note each weeks totals should be entered independently. All payroll hours submitted on this form MUST be worked in the SAME COUNTY. If your apprentice/graduate has payroll hours in multiple counties, a separate report must be submitted for EACH COUNTY in which they worked.
Payroll Information if submitting MORE than one week of payroll (up to 5 weeks) Week 1 – Week 5 Total Hours (Regular, Overtime & Double Time)*	Enter the Total Hours worked for each week, up to 5 weeks include Regular, Overtime & Double Time hours for both Prevailing and Non-Prevailing wages. For each week that has payroll hours worked, you will also need to provide the weekly Total Gross Wages.

Week 1 – Week 5 Total Gross Wages*

*If you enter payroll hours for a week, you will be **required** to enter the weekly total gross wages for the same week.

Week 1 - Total Hours (Regular, Overtime, & Double Time) *

Please enter the **TOTAL PAYROLL HOURS**, including both Prevailing and Non-Prevailing payroll hours for your employee/graduate for **ALL projects** worked in the selected county for **Week 1** of payroll.

Week 1 - Total Gross Wages *

Please enter the **TOTAL GROSS WAGES**, including both the Prevailing and Non-Prevailing wages, for your employee/graduate for **ALL projects** worked in the selected county for **Week 1** of payroll.

Week 2 - Total Hours (Regular, Overtime, & Double Time) *

Please enter the **TOTAL PAYROLL HOURS**, including both Prevailing and Non-Prevailing payroll hours for your employee/graduate for **ALL projects** worked in the selected county for **Week 2** of payroll.

Week 2 - Total Gross Wages *

Please enter the **TOTAL GROSS WAGES**, including both the Prevailing and Non-Prevailing wages, for your employee/graduate for **ALL projects** worked in the selected county for **Week 2** of payroll.

Week 3 - Total Hours (Regular, Overtime, & Double Time)

Please enter the **TOTAL PAYROLL HOURS**, including both the Prevailing and Non-Prevailing payroll hours for your employee/graduate for **ALL projects** worked in the selected county for **Week 3** of payroll.

Week 4 - Total Hours (Regular, Overtime, & Double Time)

Please enter the **TOTAL PAYROLL HOURS** including Prevailing and Non-Prevailing payroll hours for your employee/graduate for **ALL projects** worked in the selected county for **Week 4** of payroll.

Week 5 - Total Hours (Regular, Overtime, & Double Time)

Please enter the **TOTAL PAYROLL HOURS** including Prevailing and Non-Prevailing payroll hours for your employee/graduate for **ALL projects** worked in the selected county for **Week 5** of payroll.

Payroll Information if submitting only 1 week of payroll.

Choose YES, if you are submitting more than one week of payroll.
Choose NO, if you are ONLY submitting one week of payroll.

Are you submitting more than one week of payroll? *

Please note a **maximum of five weeks** of payroll for the same COUNTY can be submitted per payroll bid credit request.

All payroll hours submitted on this form **MUST** be completed in the same county.

If your apprentice/graduate has payroll hours in multiple counties a separate report must be submitted for EACH COUNTY.

☐ Yes ☒ No

Payroll Information for all submissions (1 week or up to 5 weeks)

The required payroll information that is required is as follows:

Payroll Date*

Payroll Date *

If submitting more than one week of payroll, please enter the payroll date for the first week of payroll submitted.

 31

Click on the calendar icon to select the Payroll Date. A calendar will open up on the right to select the date the payroll hours requested were paid.

Please note a maximum of five weeks of payroll for the same county can be submitted per request.

If submitting more than one week, please enter the **payroll date for the first week submitted.**

Payroll Period Start Date*

Payroll Period Start Date *

If submitting more than one week of payroll, please enter the payroll start date for the first week of payroll submitted.



Click on the calendar icon to select the Payroll Period Start Date. A calendar will open up on the right to select the *first* day of the payroll period.

Please note, if multiple weeks are being submitted, enter the **payroll start date for the first week submitted.**

Payroll Period End Date*

Payroll Period End Date *

If submitting more than one week of payroll, please enter the payroll end date for the final week of payroll submitted.



Click on the calendar icon to select the Payroll Period End Date. A calendar will open up on the right to select the *last* day of the payroll period.

Please note, if multiple weeks are being submitted, enter the **payroll end date for the last week submitted.**

Total Payroll Hours (Regular, Overtime & Double Time)*

Enter the **TOTAL HOURS** for each week of payroll submitted, including regular, overtime, and double time hours for both the Prevailing and Non-Prevailing payroll hours.

	TOTAL HOURS (Regular, Overtime & Double Time) * This should be the TOTAL Prevailing and Non-Prevailing payroll hours, for your employee/graduate. If submitting more than one week of payroll, please enter the TOTAL HOURS for all weeks submitted in this county. <i>These hours will be verified by your certified payroll reports. Once verified this will be the payroll hours used in your payroll bid credit calculation.</i> If entering multiple weeks, please enter the TOTAL HOURS of each week submitted, including regular, overtime, and double time hours.
Total Gross Wages*	TOTAL GROSS WAGES * This should be the TOTAL GROSS WAGES, including both the Prevailing and Non-Prevailing wages, for your employee/graduate. If submitting more than one week of payroll, please enter the TOTAL GROSS for all weeks submitted in this county. Enter the TOTAL GROSS earned for each week of payroll submitted, including regular, overtime, and double time wages for both Prevailing and Non-Prevailing payroll hours. If entering multiple weeks, please enter the TOTAL GROSS of each week submitted, including all regular, overtime and double time wages.
Attach Certified Payroll AND/OR US DOL-RAP Acceptance or Promotion Letter*	All submissions must include a Certified Payroll report. A Certified Payroll report must be included for every week that has payroll hours reported to verify the payroll hours.

If this is your **first request** for this apprentice/graduate, please include their **US DOL-RAP acceptance letter**.

If this is the **first request** for this apprentice/graduate **since promotion**, please include their **US DOL-RAP promotion letter**.

If any of the required documentation is missing the BCP team will reach out to you to request the information needed before the bid credits can be awarded.

Please attach all Certified Payroll reports needed for verification of the payroll hours submitted on this request.

- Be sure to attach **ALL** Certified Payroll reports for **ALL** Projects and **ALL** Weeks to support the payroll hours entered for each week.
- We cannot award bid credits without the Certified Payroll reports to verify the payroll hours and wages for the employee/graduate.

Please attach the apprentice/graduate's US DOL-RAP acceptance letter if this is the first bid credit request OR the US DOL-RAP promotion letter if this is the first bid credit request after promotion.

File Upload *

Drag and drop files here or [browse files](#)

Acknowledgements and Certifications*

Both check boxes must be checked for submittal stating that you have read and are in agreement with each statement.

	A contractor who has been awarded bid credits under any OTHER State program for employing apprentices who have completed the ILWPP are NOT eligible to receive bid credits under the ILW BCP related to the same contract. By checking the box below, I certify that I have NOT requested bid credits for this employee/graduate from any other bid credit program. Please check the box below to acknowledge. ☒ By submitting this form, I certify to the best of my knowledge and belief that the information submitted on this form is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact could result in the immediate deactivation of my Bid Credit Account. The Illinois Works department could bar me from participating in the Bid Credit program and may suspend me from bidding on or participating in any public works projects if found that I knowingly submitted fraudulent information. * Please check the box below to acknowledge. ☒
Copy of Response Note this email address can be different than the Primary Email Address for your Bid Credit Account	Check this box to receive a copy of this Bid Credit Apprentice Report (Request for Bid Credits) submission. Enter the email address where you would like the copy sent. ☒ Send me a copy of my responses Email address Submit
Form Submission Received	Once the required information has been entered and the form has been submitted, you will receive an automatic message acknowledging the receipt of submission:

	We have received your bid credit request. Once your documentation has been verified, your bid credits will be deposited into your Bid Credit Bank Account. Once deposited, you will receive an email notification stating the date of deposit, number of bid credits deposited, region of the earned bid credits and the expiration date of the bid credits.
Submission Status (Approved, Need More Information, Declined)	Once your request has been reviewed, you will receive a message indicating if your request has been approved, declined, or if additional information is needed for processing. Please watch the primary email address you entered for your Bid Credit Program Account for this notification.
APPROVED If your submission is approved, an email notification will be sent to the primary email address for your BCP Account. A copy of this email notification is to the right. It will include the total of Bid Credits deposited into your BCP account, the date deposited, the Region of the bid credits and the expiration date. The notification email will also include the link to your Contractor Dashboard so you can view your Bid Credit Bank Account details.	Illinois Works Bid Credit Submission Approved Dear {{Primary Contact Name}}, The Bid Credit request dated {{Submission Date (Apprentice Sheet)}} has been approved and {{Bid Credits Awarded}} have been deposited into your Bid Credit Account for the {{Region}}. These bid credits will expire on {{Bid Credit Expiration Date}}. You can view this deposit in your Contractor Dashboard at the following link: Illinois Works Bid Credit Program Contractor Dashboard If you have any questions, please contact CEO.BidCreditProgram@illinois.gov. Thank you, Illinois Works
NEED MORE INFORMATION	Illinois Works Bid Credit Submission Information Needed Dear {{Primary Contact Name}},

If your submission needs additional information for approval, an email notification will be sent to the primary email address for your BCP Account. A copy of this email notification is to the right. It will include the information that needs to be corrected and the link to open the request. Once the information has been updated, the form can be resubmitted for review. This email and update request will be sent at 15 days, 30 days, and 60 days. If the information needed has NOT been received within 90 days, the request will be DECLINED due to lack of response.	Thank you for your Bid Credit request for bid credits, however we need additional information to process your request. Please click the blue "Open request" button below and correct the following information: {{Apprentice Report (Request for Bid Credits) Notes}}. Once you have made all corrections, then click "Submit Update" for the updates to be returned to the BCP for review. Please NOTE bid credit requests can ONLY be approved and awarded up to 90 calendar days from the payroll date. If the requested information is NOT submitted during this timeframe the request will be DENIED. If you have any questions, please contact CEO.BidCreditProgram@illinois.gov. Thank you, Illinois Works
DECLINED If your submission is declined, an email notification will be sent to the primary email address for your BCP Account. A copy of this email notification is to the right; it will include the declined reason. If you still wish to submit a bid credit request for these payroll hours, you will need to resubmit the form for reconsideration.	Illinois Works Bid Credit Submission Declined Dear {{Primary Contact Name}}, Thank you for your Bid Credit request, however this request was declined for the following reason: {{Apprentice Report (Request for Bid Credits) Notes}}. If you have any questions, please contact CEO.BidCreditProgram@illinois.gov. Thank you, Illinois Works Apprentice Report (Request for Bid Credits)