

Overview:

Training program information is a critical component of the intake process. If program information is not entered into the system, customers cannot complete intake and be enrolled in the program. If the information is not accurate, an incorrect recommendation will be provided to the customer. The intake process includes two main steps:

1. Customer completes the online intake form.
2. Staff complete the intake review by:
 - a. Reviewing the customer’s intake form responses;
 - b. Comparing their responses to the training program baseline requirements; and
 - c. Discussing the results and options with the customer to identify a good customer/program match.

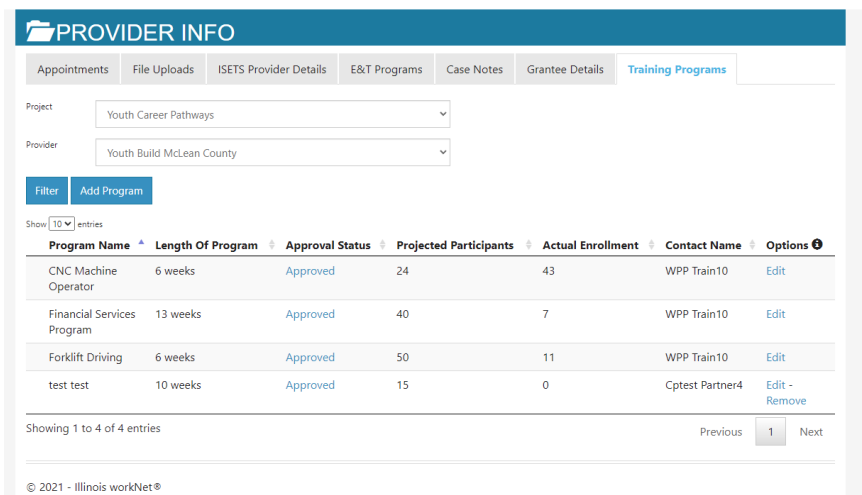
Who Enters/Maintains Data:

Grantee staff associated with an agency/program in the Illinois workNet system can add/update training program information. It is the grantee’s responsibility to add and maintain accurate training program information.

Commerce grant managers approve the program once the credentials associated with the program have been verified and all related information is complete and accurate.

How to Access Youth Career Pathways Customer Support Center/Tools:

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** then select **Dashboard/Partner Tools**.
3. Select **Customer Support Center**.
4. Select the **Provider Info** in the top menu.
5. Select **Training Programs**. Note: If you have been provided with access to more than one project/provider, select the appropriate project/provider.



Program Name	Length Of Program	Approval Status	Projected Participants	Actual Enrollment	Contact Name	Options
CNC Machine Operator	6 weeks	Approved	24	43	WPP Train10	Edit
Financial Services Program	13 weeks	Approved	40	7	WPP Train10	Edit
Forklift Driving	6 weeks	Approved	50	11	WPP Train10	Edit
test test	10 weeks	Approved	15	0	Cptest Partner4	Edit - Remove

Add/Edit Customer Training Program in Illinois workNet

Before you enter a training program, make sure you have the following information for each individual program.

- Program Type
- WIOA information
- Program Information
- Baseline Requirements for the Programs
- Associated Credentials

Use the information below to see specific details about what pieces of information each section requires.

To start adding/editing customer training programs you will:

1. Add Program Information: Click **Add Program**. If you have access to more than one project/provider, you will need to select the appropriate items from the dropdown for the program you are entering.
2. Select the type of program offered and link to/provide related information when required.

Program Type	Program Description
Registered Apprenticeship	An apprenticeship registered with the U.S. Department of Labor meeting the standards defined by USDOL. It is an employer-driven model that combines on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skill standards. There are five key elements of apprenticeship: Business involvement; Structured on-the-job training; Related instruction; Rewards for skill gains; Industry-recognized credentials.
Pre-Apprenticeship	A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a Registered Apprenticeship which includes all of the following: <ol style="list-style-type: none"> a. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship. b. Access to educational and career counseling, and other supportive services as needed by participants. c. Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework. d. Upon successful completion of the program, participants are supported to apply for a Registered Apprenticeship program and may receive enrollment preference.
Career Pathways	A combination of rigorous and high-quality education, training, and other services that aligns both vertically and horizontally across Secondary Education, Adult Education, Workforce Training and Development, Career and Technical Education, and Postsecondary Education systems, pathways, and programs. It includes collaborative partnerships with these entities, business and industry, along with human services agencies, corrections, and other community stakeholders, as a

	<p>foundational structure for sustainability and high quality. Multiple entry and exit points are included to facilitate individuals building their skills as they progress along a continuum of education and training and advance in sector-specific employment.</p> <p>Fourteen Elements</p> <p>The Illinois Workforce Innovation Board envisions ten success elements for serving opportunity youth. These elements demonstrate the principles, strategies, and criteria in the Illinois' Unified State Plan and how various funding sources may be blended for full regional ownership and sustainability:</p> <ol style="list-style-type: none"> 1. Tutoring, study skills training, instruction, and dropout prevention services 2. Alternative secondary school services and dropout recovery services 3. Paid and unpaid work experiences 4. Occupational skills training 5. Education offered concurrently with workforce preparation and training 6. Leadership development opportunities 7. Supportive services 8. Adult mentoring 9. Follow up services 10. Comprehensive guidance and counseling 11. Financial literacy education 12. Entrepreneurial skills training 13. Services that provide labor market information 14. Post-secondary preparation and transition activities
<p>Youth Apprenticeship</p>	<p>A program for youth (ages 16 to 24) currently enrolled in secondary education or pursuing a high school equivalency, including those with disabilities, that include, at minimum, the following:</p> <ol style="list-style-type: none"> 1. 450 hours of paid on-the-job training under the supervision of a mentor. 2. At least 2 semesters of related instruction that ideally count towards a high school and/or postsecondary credential, but minimally lead to an Industry Credential. 3. Ongoing and a final assessment measuring success in mastering skill standards. 4. Career exploration where participants learn about several positions within the employer and the field. 5. Wraparound supports (e.g. case management and counseling) and holistic upskilling (e.g. technical skills and soft skills). 6. Upon successful completion of the program, participants are supported to apply for one or more of the following: entry-level employment, admission to a Registered Apprenticeship or Non-Registered Apprenticeship program, or admission to other articulated postsecondary education options (including 2- and 4-year programs).
<p>Illinois Apprenticeship</p>	<p>Non-Registered Apprenticeship in Illinois - An apprenticeship that is not registered with the U.S. Department of Labor, but that meets all Registered Apprenticeship criteria other than application for registration.</p>
<p>Illinois Pre-Apprenticeship</p>	<p>A program that has a documented partnership with an employer and is designed to prepare individuals to enter and succeed in a non-registered Apprenticeship which includes all of the following:</p> <ol style="list-style-type: none"> a. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region and that has been designed to prepare participants to meet the minimum entry-level requirements of the Apprenticeship.

	<ul style="list-style-type: none"> b. Access to educational and career counseling, and other supportive services as needed by participants. c. Hands-on meaningful learning activities that are connected to education and training activities, such as Career Exploration and Career Development Experiences, and that reinforce foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework. d. Upon successful completion of the program, participants are supported to apply for Non-Registered Apprenticeship program and may receive enrollment preference.
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WIOA APPROVED TRAINING PROGRAM INFORMATION

- Use a WIOA Approved Training Program [Search](#)
- Training program is not listed in the WIOA Training Program search [Submit Request for WIOA Training Program Approval](#). Once the training program is a WIOA approved training program, return to this tool. Select the program using the WIOA approved programs search and continue to enter the remaining program information.
- This program has been entered into IWDS. This program is not required to be included in the 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, but needs to be added to IWDS for this grant.

3. Identify the WIOA Approved Training Program Information & Program Information

- a. If you **Select from the approved WIOA training program list**. The following information will be auto populated if the information is available.
 - i. **Program Name**
 - ii. **Program Description**
 - iii. **Provider Name**
 - iv. Add the **training program location** information. This information is used in the suitability review. The system will use the customer’s address and the training program location to provide the distance the customer will need to be able to travel.
 - v. Enter the Training program **CIP Code**.
 - vi. Enter **time (weeks) to complete** the training program (not including remediation).
 - vii. Identify the **training program career pathway**.
 - viii. Enter the **SOC Code** for the occupation of the program.
 - ix. Enter the **Target Occupation**.
 - x. Enter the Training program **NAICS Code** to identify an industry for the business.
 - xi. Use the **Career, Wages, and Trends link** to find the target occupation job information. This link will be available with the training program information. It will be helpful in the suitability process when discussing career/training program options.
 1. Navigate to the target occupation and copy the URL.
 2. Go back to the training program information page and paste the URL in the CIS URL Link Field.
 - xii. Identify the **number of participants** you expect to serve for each program.
 - xiii. Identify the **program contact person**. This should be the person who is responsible for maintaining this information. Only those who have access to the Illinois workNet Youth Career Pathway tools will appear in the drop-down list.
 - xiv. Identify **minimum age** for a program.

- b. If you do not use an approved WIOA training program or if the information is not available, you will need to enter the information.
 - i. Submit a training program for approval. This program is not required to be included in the WIOA approved training program search.
 1. Program Name
 2. Program Description
 3. Provider Name
 4. Address (street address, city, state, zip)
 5. Training Program CIP Code
 6. Time to Complete in Weeks
 7. Training Program Career Pathway
 8. SOC Code for occupation of this program
 9. Target Occupation
 10. NAICS code to identify industry for this business
 11. CIS URL Link
 12. What is your projected number of participants to serve?
 13. Program Contact
 14. Minimum Age for this Occupation
 - ii. Click [Next Page](#)

4. Add any applicable Baseline Requirements:

- a. Does your agency offer or have access to a remediation/bridge program?
 - Yes
 - No
- b. Target Audience *Select all that apply*
 - In-School Youth
 - Out-of-School Youth
- c. Institution Sector/Type
 - Secondary
 - Postsecondary (select additional information regarding Sector/Type.)
- d. What are the goals of this program? *Select all that apply*
 - Badge
 - Apprenticeship Certificate
 - Journeyman Certificate
 - Master Certificate
 - Certification
 - Associate Degree
 - Bachelor's degree
 - Master's degree
 - Professional Degree
 - Research Degree
 - General Education Diploma
 - Secondary School Diploma

- License
- Micro Credential
- e. How is the training offered? *Select all that apply*
 - Yes
 - No
- f. What are the minimum requirements to enter the program? *Select all that apply*
 - Math Requirement
 - Degree Requirement
 - Industry Recognized Credential
 - Fluent English
 - Fluent Spanish
 - Fluent Chinese
 - Fluent Polish
 - Other
- g. What is the lifting requirement for program entry?
 - 55 Pounds
 - 50 Pounds
 - 30-40 Pounds
 - 25 Pounds
 - Less Than 25 Pounds
- h. What is the standing requirement for program entry?
 - 8 Hours
 - 6 Hours
 - 4 Hours
 - 2 Hours
 - Less Than 2 Hours
- i. Are participants required to sit for long periods of time in the related job?
 - Yes
 - Yes, but they can get up from time to time
 - No
- j. Which of these tests are participants required to pass? *Select all that apply*
 - TB Test
 - Hepatitis Screening
 - Test or screening is not required
- k. What is the minimum drug test requirement for participants?
 - A drug test is not required
 - Must be currently drug-free and can pass a drug test
 - Must be drug-free for at least 30 days prior to the time they submit the application
 - Must be willing to make changes to be able to pass a drug test
- l. What are the vision requirements?

- Must be able to see without glasses or contacts
 - Vision corrected with glasses or contacts is acceptable
 - Vision is not required
- m. What are the appearance requirements? *Select all that apply.*
- Needs to have natural hair and make-up
 - Needs to cover tattoos during work hours
 - No appearance requirements
- n. What are the taste or smell requirements? *Select all that apply.*
- Needs to tolerate cooking smells including unpleasant smells
 - Needs to taste foods prepared by the participant
 - No taste or smell requirements
- o. Can the participant have more than 3 motor vehicle tickets/instances in the past three years?
- Yes
 - No
- p. Is a valid driver's license required for the program?
- Yes
 - No
- q. What kind of background check is required? *Select all that apply.*
- Background check is not required for this training/career path
 - Must not be a registered sex offender
 - Must not have a violent felony conviction
 - Must not have a non-violent felony conviction
 - Must not have a misdemeanor conviction within the past 7 years
 - Must not have been on probation within the last 10 years (excluding traffic violations)
- r. How can this training program be accessed? *Select all that apply.*
- Bus
 - Train
 - Driving
- s. What are the primary language(s) spoken for this program? *Select all that apply.*
- English
 - Spanish
- t. Click **Next Page**.

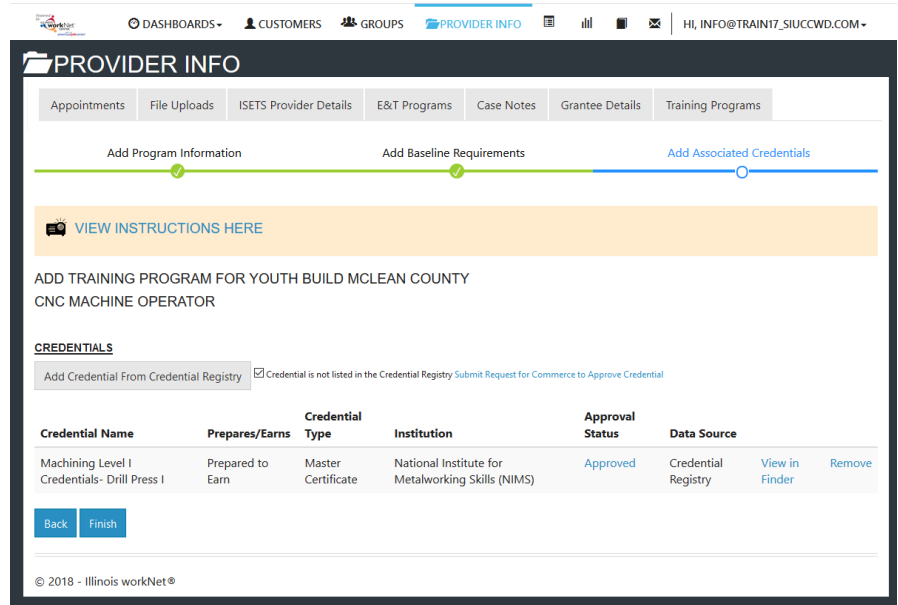
5. Enter the following information for each **credential**:

a. Credential details:

i. Select **Submit Request for Commerce to Approve Credential**.

1. Credential Name*
2. Credential Type*
3. Institution/Owner of Credential*

4. Description*
5. Level of Degree (Bachelor', Post-secondary, etc.)
6. Occupations
7. Industries
8. Subject Areas
9. Does the customer earn this credential or get prepared to ear this credential upon completion of the program?



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PROVIDER INFO

Appointments | File Uploads | ISETS Provider Details | E&T Programs | Case Notes | Grantee Details | Training Programs

Add Program Information ✓ | Add Baseline Requirements ✓ | Add Associated Credentials ○

[VIEW INSTRUCTIONS HERE](#)

ADD TRAINING PROGRAM FOR YOUTH BUILD MCLEAN COUNTY
 CNC MACHINE OPERATOR

CREDENTIALS

Add Credential From Credential Registry [Submit Request for Commerce to Approve Credential](#)

Credential Name	Prepares/Earns	Credential Type	Institution	Approval Status	Data Source		
Machining Level I Credentials- Drill Press I	Prepared to Earn	Master Certificate	National Institute for Metalworking Skills (NIMS)	Approved	Credential Registry	View in Finder	Remove

[Back](#) [Finish](#)

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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.

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For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com