

Purpose:

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

1. Customer completes the online pre-screening/application tool.
2. Training program “hard stop” data in the Illinois workNet system is compared to each customer’s responses as they complete the pre-screening section. If there is a potential training program match for the customer (based on comparing “hard stops”), the customer may complete the application section.
3. Staff complete the suitability by:
 - a. Reviewing the customer’s pre-screening and application 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:

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

How to Access Youth Apprenticeship 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 **Resources** in the top menu.
5. Select **Training Programs**. Note: If you have been provided with access to more than one agency/program, select the appropriate agency/program.

The screenshot shows the 'RESOURCES' section of the Illinois workNet system. At the top, there are navigation links for DASHBOARDS, GROUPS, PROVIDER INFO, and WORKSITE PLACEMENT, along with a user profile for HI, INFO@TRAIN10_SIUCCWD.COM. Below the navigation is a 'RESOURCES' header with a folder icon. Underneath, there are tabs for 'Providers' and 'Training Programs'. A dropdown menu for 'Provider' is open, showing 'Select' and a list of providers: 'Youth Build McLean County - Apprenticeship' and 'Prairie State College - Apprenticeship'. Below the dropdown is a 'Filter' button and a 'Show 10 entries' dropdown. The main content is a table with the following columns: Program Name, Length Of Program, Industry, Projected Number of Participants, Actual Enrollment, Contact Name, and Options. The table contains two rows of data.

Program Name	Length Of Program	Industry	Projected Number of Participants	Actual Enrollment	Contact Name	Options
Construction	3 weeks	Architecture and Construction	45	0	WPP Train10	Edit - Remove
Food Service	10 weeks	Agriculture, Food, and Natural Resources	5	0	WPP Train10	Edit - Remove

Add/Edit Customer Training Program in Illinois workNet

1. Collect training program information for each program individually. (See Baseline Information Section)
 - a. If your agency offers programs in three different industries (e.g., construction, healthcare, and information technology), you will enter at least three training programs.
 - b. If your agency has two different career pathways within one industry, you may need to enter separate training program information for each. For example, if your agency offers a healthcare support program and a dental assistant program, you may need to enter data for the two programs separately.
 - c. If you have two different training providers offering the same training, you will need to enter data for the two programs separately.
1. Select a **provider** if you have access to more than one provider.
2. Select **Add Program** or **Edit** an existing training program.
3. Add **program name** and **description**. The description should be aligned with the program course catalog/syllabus and include:
 - a. Course Delivery Overview – Example from <http://www.160drivingacademy.com/truck-driving-classes/cdl-classes/>

Classroom Instruction - The classroom portion takes up one-quarter of our four-week course and will teach you the rules and regulations of truck driving. In the classroom, you will receive all the information you need to pass the written portion of the Class A CDL exam.

Behind-the-Wheel Training - Experience behind the wheel is what separates a good driver from an unprepared one. Your 120 hours of training behind the wheel will include practice driving on our course as well as local roads, streets, and highways. Interstate routes will be included to prepare you for the exam, and you'll get many hours of observation experience to perfect your driving technique.
 - b. Credentials – Do customers earn credentials upon completion or does the program prepare them to take an assessment to earn a credential?
 - c. Career pathway information – Start out at (level x) and progress up to (level z). Start out in (x career) and continue your education that leads to (z career).
 - d. Perks – For example: Successfully complete the 4 week training and you will be able to use (agency) semi-truck when completing your CDL Class A certification test.
4. Identify the **number of participants** you expect to serve for each program.
5. 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 Apprenticeship tools will appear in the drop down list.
6. 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.
7. Identify the **industry**. This is a "**hard stop**" when it is compared to the customer pre-screening/application.
8. Enter the **NAICS, SOC, and CIP codes**. Use the search feature in the system to select the appropriate codes.

9. 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.
 - a. Navigate to the target occupation and copy the URL.
 - b. Go back to the training program information page and paste the URL in the CIS URL Link Field.
10. Identify **minimum age** for a program.
11. Enter **time to complete** the training program (not including remediation).
12. Enter **remediation/bridge program**. Does your agency offer or have access to a remediation/bridge program?
13. Is the **target audience** in-school youth or out-of-school youth?
14. Identify the training provider **institution sector/type** (e.g., public university vs. for-profit technical/vocational school).
15. Identify **program goals** (e.g., journeyman certification, associates degree, license).
16. How training is **offered/delivered** (e.g., classroom, on-the-job training).
17. Identify the following **baseline requirements**:

What are the minimum requirements to enter the program?

- Math Requirement
- Degree Requirement
- Industry Recognized Credential
- Fluent English
- Fluent Spanish
- Fluent Chinese
- Fluent Polish
- Other

What is the lifting requirement for program entry?

- 55 Pounds
- 50 Pounds
- 30-40 Pounds
- 25 Pounds
- Less Than 25 Pounds

What is the standing requirement for program entry?

- 8 Hours
- 6 Hours
- 4 Hours
- 2 Hours
- Less Than 2 Hours

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

Which of these tests are participants required to pass? (“Hard stop” requirement) Select all that apply.

- TB Test
- Hepatitis Screening
- Test or screening is not required

What is the minimum drug test requirement for participants? This is a “hard stop” when it is compared to the customer pre-screening/application.

- 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

What are the vision requirements? This is a “hard stop” when it is compared to the customer pre-screening/application.

- Must be able to see without glasses or contacts
- Vision corrected with glasses or contacts is acceptable
- Vision is not required

What are the appearance requirements? Select all that apply. This is a “hard stop” when it is compared to the customer pre-screening/application.

- Needs to have natural hair and make-up
- Needs to cover tattoos during work hours
- No appearance requirements

What are the taste or smell requirements? Select all that apply. This is a “hard stop” when it is compared to the customer pre-screening/application.

- Needs to tolerate cooking smells including unpleasant smells
- Needs to taste foods prepared by the participant
- No taste or smell requirements

Can the participant have more than 3 motor vehicle tickets/instances in the past three years? This is a “hard stop” when it is compared to the customer pre-screening/application.

- Yes
- No

Is a valid driver’s license required for the program? This is a “hard stop” when it is compared to the customer pre-screening/application.

- Yes
- No

What kind of background check is required? Select all that apply. This is a “hard stop” (for ages 18 and older) when it is compared to the customer pre-screening/application.

- 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)

How can this training program be accessed? Select all that apply.

- Bus
- Train
- Driving

What are the primary language(s) spoken for this program? Select all that apply.

- English
- Spanish