

Apprenticeship

United States Department of Labor

Employment and Training Administration (ETA)

https://dol.appiancloud.com

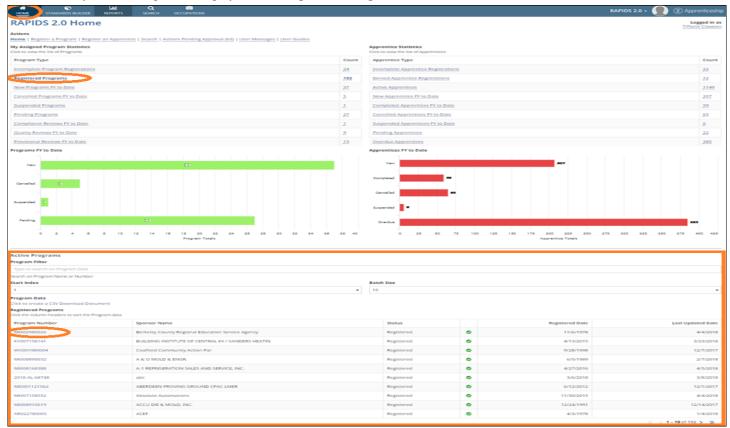
RAPIDS 2.0 Quick Reference Guide - Transfer Apprentice

Note:

- ◆ RAPIDS 2.0 offers Users two ways to **Transfer Apprentice(s)**:
 - 1. Transfer an individual Apprentice or
 - 2. Transfer multiple Apprentices at one time (Bulk Apprentices Transfer)
- Click on the Registered Programs link (The system will expand and display the list of Registered Programs under the Dashboard Graph)
- 2. Click on the **Program Number** in the list (Type the Program Name or Program Number in the Search field to search for program)

Note:

◆ The system will expand to display a list of **Registered Programs** under the Dashboard chart



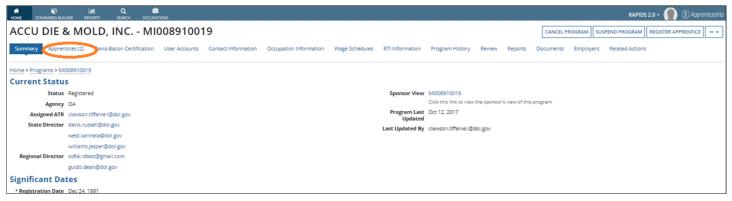
GETTING HELP

To get help for RAPIDS 2.0, send an email to: Apprenticeship.IThelp@dol.gov

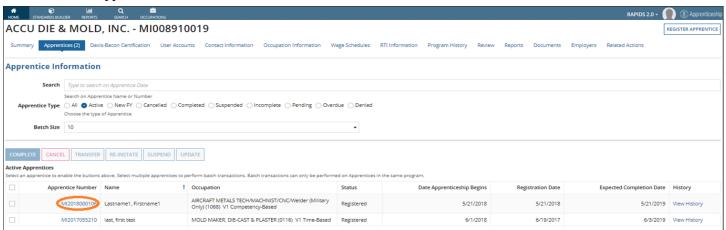
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Individual Apprentice Transfer

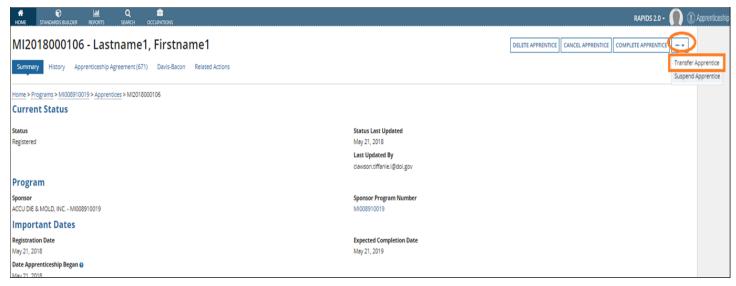
3. Click on the **Apprentices** link



4. Click on the Apprentice Number



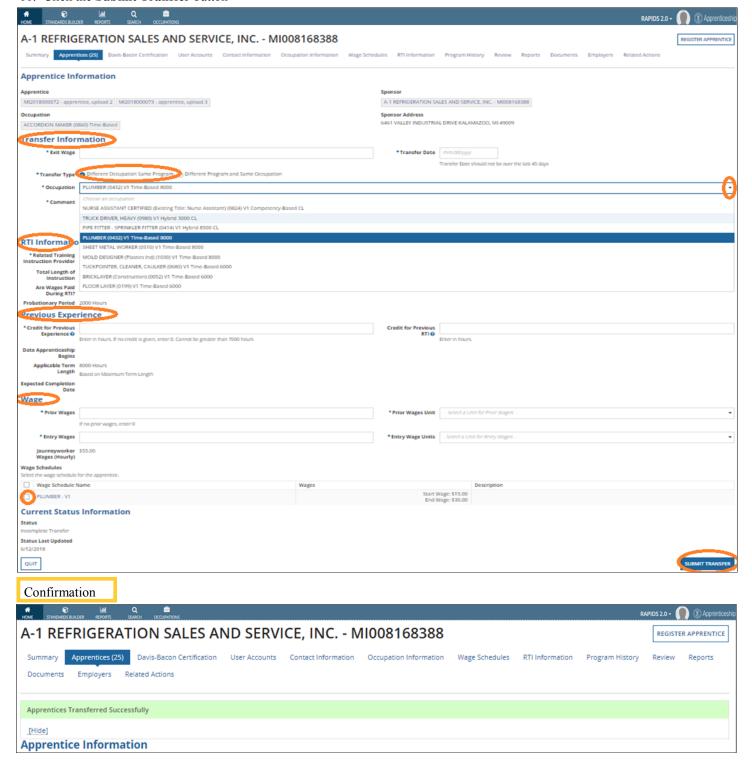
- Click on the More Actions drop down arrow
- 6. Click on the **Transfer Apprentice** button



- 7. Select the **Transfer Type**:
 - A. Different Occupation Same Program
 - B. Different Program and Same Occupation

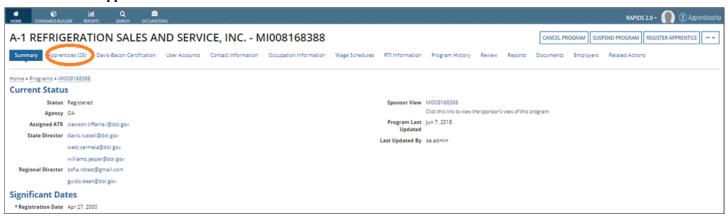
Transfer Type: Different Occupation Same Program

- 8. Click the Transfer Type **Different Occupation Same Program** option button
- 9. Click on the **Occupation** drop down arrow and select the Occupation you want to transfer Apprentice into
- 10. Complete all required * fields for each section
- 11. Click the Submit Transfer button



Transfer Type: Different Program and Same Occupation

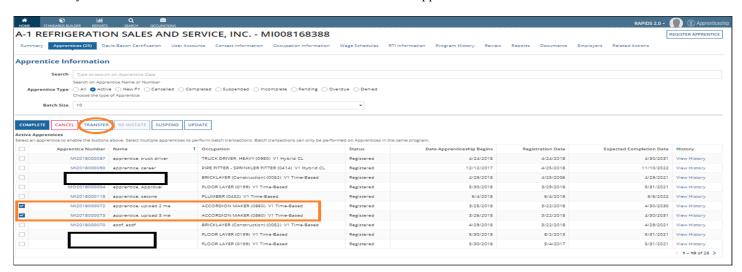
1. Click on the **Apprentices** link



2. Click the check box next to the **Apprentices Numbers** you want to Transfer

Note

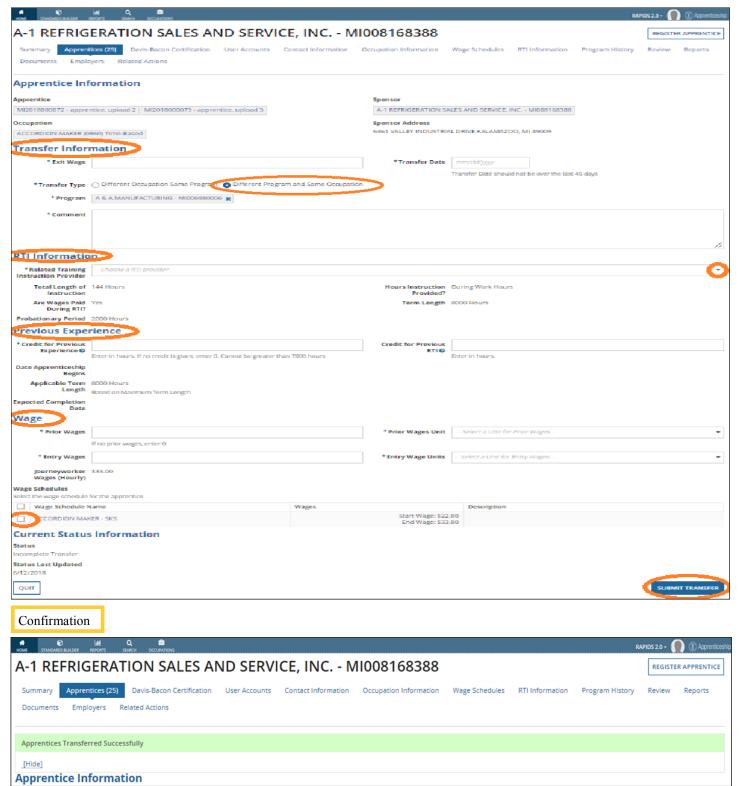
- ♦ Bulk Apprentices Transfer <u>must be in the same Occupation</u> in order to Transfer Apprentices
- The system will enable the Transfer button after the User selects the Apprentices



- 3. Click the option button for **Different Program and Same Occupation**
- 4. Type the **Program Number** in the Program search field
- 5. Complete all required * fields
- 6. Click on the Submit Transfer button



- 7. Click on the Transfer Type **Different Occupation Same Program** option button
- 8. Click on the **Occupation** drop down arrow and select the Occupation you want to transfer Apprentice into
- 9. Complete all required * fields for each section
- 10. Click the Submit Transfer button



Bulk Apprentices Transfer

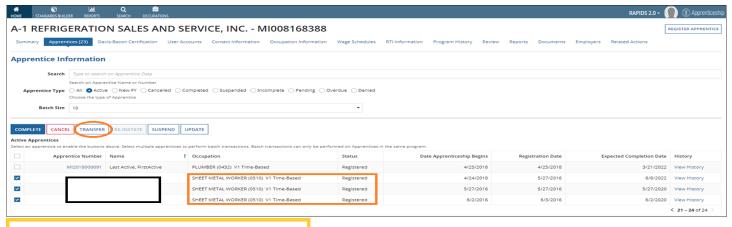
1. Click on the **Apprentices** link from the Program Summary page



2. Click the check box next to the **Apprentices Number** you want to Transfer

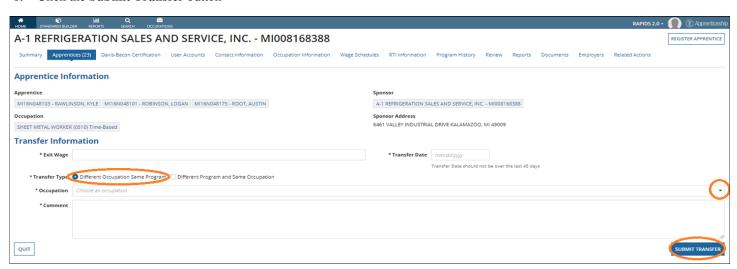
Note:

- ♦ Bulk Apprentices Transfer must be in the same Occupation in order to Transfer Apprentices
- ♦ The system will enable the Transfer button after the User selects the Apprentices

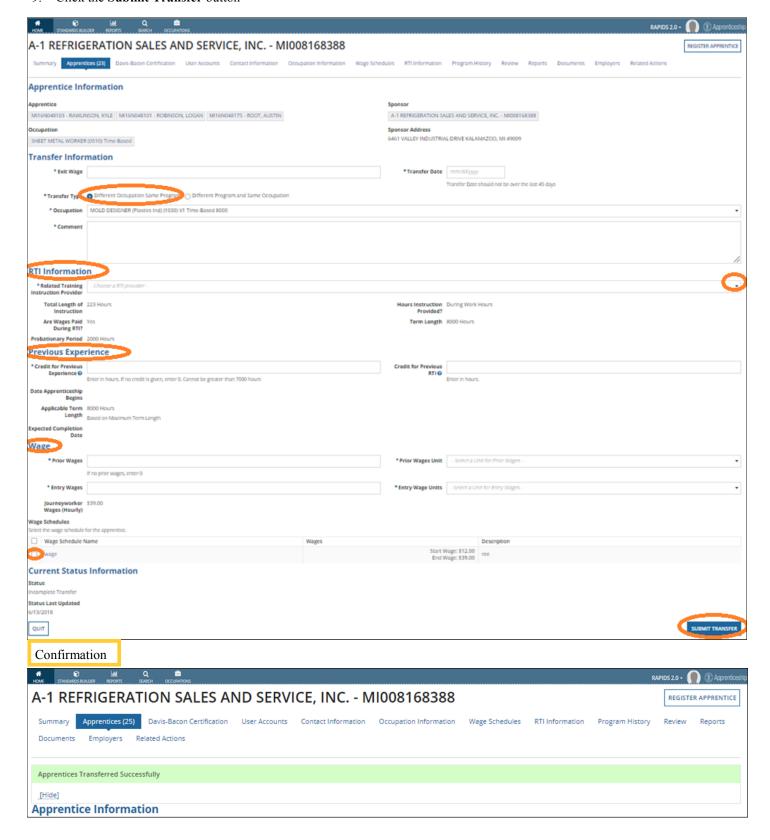


Transfer Type: Different Occupation Same Program

- 3. Click the option button for **Different Occupation Same Program**
- 4. Complete all required * fields
- 5. Click on the **Occupation** drop down arrow, select the Occupation to transfer Apprentice to
- 6. Click the Submit Transfer button



- 7. Complete all required * fields for each section
- 8. Select the Occupation to transfer Apprentices to
- 9. Click the **Submit Transfer** button



Transfer Type: Different Program and Same Program

- 10. Click on the **Different Program and Same Program** option button
- 11. Complete all required * fields for each section
- 12. Enter the **Program Number** in the Program field to search for program
- 13. Click the Submit Transfer button

