



Apprenticeship

United States Department of Labor
Employment and Training Administration (ETA)

<https://dol.appiancloud.com>

RAPIDS 2.0 Quick Reference Guide – Cancel Apprentice

Note:

- ◆ RAPIDS 2.0 offers Users two ways to **Cancel Apprentice(s)**:
 1. Cancel an individual Apprentice or
 2. Cancel multiple Apprentices at one time (**Bulk Apprentice Cancellation**)

1. Click on the **Registered Program** 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

The screenshot shows the RAPIDS 2.0 Home dashboard. On the left, under 'My Assigned Program Statistics', the 'Registered Programs' link is circled in orange. Below this is a bar chart for 'Programs FY to Date' with categories: New (47), Cancelled (1), Suspended (1), and Pending (47). On the right, under 'Apprentice Statistics', the 'Registered Programs' link is also circled in orange. Below this is a bar chart for 'Apprentices FY to Date' with categories: New (207), Cancelled (29), Suspended (29), and Checkup (385). At the bottom, the 'Active Programs' section shows a table of 'Registered Programs' with columns for Program Number, Sponsor Name, Status, Registered Date, and Last Updated Date. The first row, with Program Number 'M002786026', is circled in orange.

Program Number	Sponsor Name	Status	Registered Date	Last Updated Date
M002786026	Berkeley County Regional Education Service Agency	Registered	11/6/1978	4/4/2018
KY007128141	BUILDING INSTITUTE OF CENTRAL KY / SANDERS HEATING	Registered	4/13/2015	3/23/2018
WV001980004	Coalfield Community Action Par	Registered	9/28/1988	12/7/2017
M000890032	A. & O MOLD & ENGR.	Registered	6/5/1989	2/7/2018
M008148388	A. I REFRIGERATION SALES AND SERVICE, INC.	Registered	4/27/2016	4/5/2018
2018.AL.68748	abc	Registered	3/6/2018	3/6/2018
M0001121562	ABERDEEN PROVING GROUND CPAC LMER	Registered	6/12/2012	12/1/2017
M0007158552	Absolute Automations	Registered	11/30/2015	4/4/2018
M0008910019	ACCU DIE & MOLD, INC.	Registered	12/24/1991	12/14/2017
M002786005	ACEF	Registered	4/3/1978	1/4/2018

GETTING HELP

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

CANCEL APPRENTICE

Individual Apprentice Cancellation

3. Click on the Apprentices link

The screenshot shows the 'A & O MOLD & ENGR. - MI008890032' program page. The 'Apprentices (7)' link is highlighted with an orange circle. The page includes sections for 'Current Status', 'Sponsor Information', and 'Significant Dates'.

4. Click on the Apprentice Number

The screenshot shows the 'Apprentices (5)' link highlighted in orange. Below the link is a search bar and a table of active apprentices. The first row in the table has the apprentice number 'MI2018000120' circled in orange.

Apprentice Number	Name	Occupation	Status	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
MI2018000120	apprentice, Test	ABLE SEAMAN (1045) V1 Time-Based	Registered	10/10/2018	2/13/2018	10/22/2019	View History
		DRAFTER, CIVIL (0128) V1 Time-Based	Registered	8/28/2017	5/9/2012	6/2/2021	View History
		DRAFTER, CIVIL (0128) V1 Time-Based	Registered	3/6/2018	3/7/2018	3/7/2022	View History
		MOLD MAKER, DIE-CAST & PLASTER (0116) V1 Time-Based	Registered	11/5/2013	11/6/2013	9/6/2018	View History

5. Click on the Cancel Apprentice button

The screenshot shows the 'MI2018000120 - apprentice, Test' page. The 'CANCEL APPRENTICE' button is highlighted with an orange circle. The page includes sections for 'Current Status', 'Program', and 'Important Dates'.

6. Complete all required * fields

7. Click the Submit Cancellation button. A confirmation will be displayed

The screenshot shows the 'Cancel Apprentices' table. The 'SUBMIT CANCELLATION' button is highlighted with an orange circle. The table has columns for 'Apprentice', 'Cancellation wage', 'Reason', 'Cancellation Date', 'Cancelled in Probation Period', 'Appeal Rights Explained', and 'Requested By'.

Apprentice	Cancellation wage	Reason	Cancellation Date	Cancelled in Probation Period	Appeal Rights Explained	Requested By
MI2018000120 - Test apprentice ABLE SEAMAN (1045)		-- Choose a Reason --	06/06/2018	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Sponsor <input type="radio"/> Apprentice

CANCEL APPRENTICE

Bulk Apprentices Cancellation

1. Click the check box next to the **Apprentices Names** you want to Cancel

Note:

- ◆ The system will enable the **Cancel** button after user select the Apprentice Names

Active Apprentices

<input type="checkbox"/>	Apprentice Number	Name	Occupation	Status	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
<input checked="" type="checkbox"/>	MI201800047	apprentice_youth	NON-DESTRUCTIVE TESTER (1010) V1 Competency-Based CL	Registered	4/16/2018	2/22/2018	3/11/2020	View History
<input type="checkbox"/>	MI2017055228	last_2nd check test	NON-DESTRUCTIVE TESTER (1010) V1 Competency-Based CL	Registered	5/31/2018	7/5/2017	5/31/2019	View History
<input checked="" type="checkbox"/>	MI2017055306	last apr. test	NON-DESTRUCTIVE TESTER (1010) V1 Competency-Based CL	Registered	5/31/2018	11/28/2017	5/31/2019	View History
<input type="checkbox"/>			NON-DESTRUCTIVE TESTER (1010) V1 Competency-Based CL	Registered	5/31/2018	5/9/2012	5/31/2019	View History
<input type="checkbox"/>	MI201800045	OCCUPATION, CL test	NON-DESTRUCTIVE TESTER (1010) V1 Competency-Based CL	Registered	2/12/2018	2/12/2018	2/12/2019	View History
<input type="checkbox"/>	MI2017055227	check, apprentice	MOLD MAKER, DIE-CAST & PLASTER (0116) V1 Time-Based	Change Pending Approval	7/5/2017	7/5/2017	6/30/2021	View History
<input type="checkbox"/>	MI201800034	ship, ferry test	YOUTH DEVELOPMENT PRACTITIONER (1039) V1 Time-Based	Registered	1/29/2018	1/29/2018	1/29/2020	View History
<input type="checkbox"/>			MOLD MAKER, DIE-CAST & PLASTER (0116) V1 Time-Based	Registered	10/28/2016	10/28/2016	11/17/2017	View History

2. Complete all required * fields for the selected Apprentices

3. Click the **Submit Cancellation** button

Cancel Apprentices

Apprentice	Cancellation wage	Reason	Cancellation Date	Cancelled in Probation Period	Appeal Rights Explained	Requested By
MI2018000120 - Test apprentice ABLE SEAMAN (1043)		-- Choose a Reason --	06/06/2018	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Sponsor <input type="radio"/> Apprentice
MI2018000177 - Apprentice TEST-Sponsor DRAFTER, CIVIL (0128)		-- Choose a Reason --	06/06/2018	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Sponsor <input type="radio"/> Apprentice

Confirmation

Apprentices Cancelled Successfully

[Hide]

Apprentice Information

Search

Search on Apprentice Name or Number

Apprentice Type All Active New FY Cancelled Completed Suspended Incomplete Pending Overdue Denied

Choose the type of Apprentice