



# Apprenticeship

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

<https://dol.appiancloud.com>

### RAPIDS 2.0 Quick Reference Guide – Register An Apprentice

#### Register An Apprentice

##### Steps to Register Apprentice:

1. Click on the Program Number you want to Register Apprentice

The screenshot shows the RAPIDS 2.0 Home page. In the 'Programs FY to Date' section, there are four bar charts: 'New' (22), 'Cancelled' (3), 'Suspended' (2), and 'Pending' (11). Below these charts is a table of 'Apprentice Statistics' with columns for 'Apprentice Type' and 'Count'. The table includes categories like 'Incomplete Apprentice Registrations' (10), 'Denied Apprentice Registrations' (22), 'Active Apprentices' (5260), and 'Overdue Apprentices' (1451). At the bottom of the page, there is a table titled 'Active Programs' with a 'Program Filter' and a 'Batch Size' dropdown set to 10. The table lists various registered programs with columns for 'Program Number', 'Sponsor Name', 'Status', 'Registered Date', and 'Last Updated Date'.

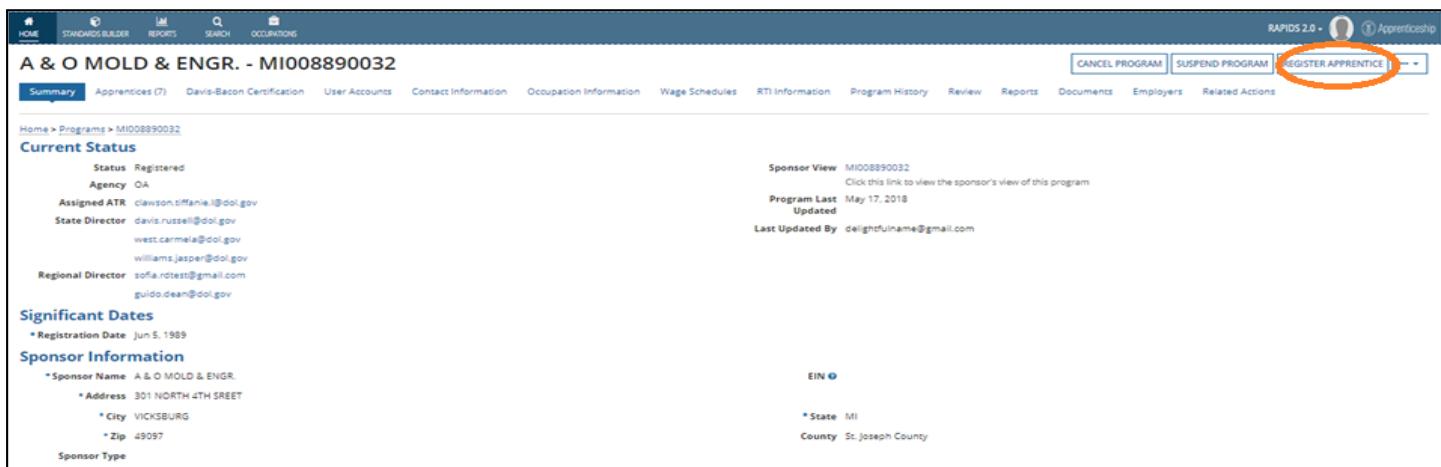
Program Number	Sponsor Name	Status	Registered Date	Last Updated Date
MI006990006	A & A MANUFACTURING	Registered	5/18/1998	1/23/2018
MI008990032	A & O MOLD & ENGR.	Registered	6/5/1989	5/17/2018
MI007114348	A PLUS ELECTRIC, INC.	Registered	1/1/2011	5/17/2018
MI008168388	A-1 REFRIGERATION SALES AND SERVICE, INC.	Registered	4/27/2000	5/2/2018
MI008125480	AA ELECTRIC	Registered	11/22/2011	6/4/2018
MI007158552	Absolute Automation Test	Registered	11/30/2015	4/2/2018
MI008910019	ACCU DIE & MOLD, INC.	Registered	12/24/1991	10/12/2017
MI007169361	Accu-Mold, LLC	Registered	8/25/2016	3/19/2018
MI018115065	ACORN ELECTRIC COMPANY	Registered	10/13/2011	6/1/2018
MI006970026	Ada Electric	Registered	11/5/1997	5/31/2018

#### GETTING HELP

To get help for RAPIDS 2.0, send an email to: [Apprenticeship.IThelp@dol.gov](mailto:Apprenticeship.IThelp@dol.gov)

# REGISTER AN APPRENTICE

- Click on the **Register Apprentice** button



**A & O MOLD & ENGR. - MI008890032**

**Current Status**

Status: Registered  
Agency: OA  
Assigned ATR: clawson.coffanie.l@doj.gov  
State Director: davis.russell@doj.gov  
west.carmela@doj.gov  
williams.jasper@doj.gov  
Regional Director: sohaf.rtest@gmail.com  
guido.dean@doj.gov

**Sponsor View** MI008890032  
Click this link to view the sponsor's view of this program

Program Last Updated: May 17, 2018  
Last Updated By: delightfulusername@gmail.com

**Sponsor Information**

\* Sponsor Name: A & O MOLD & ENGR.  
\* Address: 301 NORTH 4TH STREET  
\* City: VICKSBURG  
\* Zip: 49097  
Sponsor Type:

EIN:   
\* State: MI  
County: St. Joseph County

## Apprentice Information

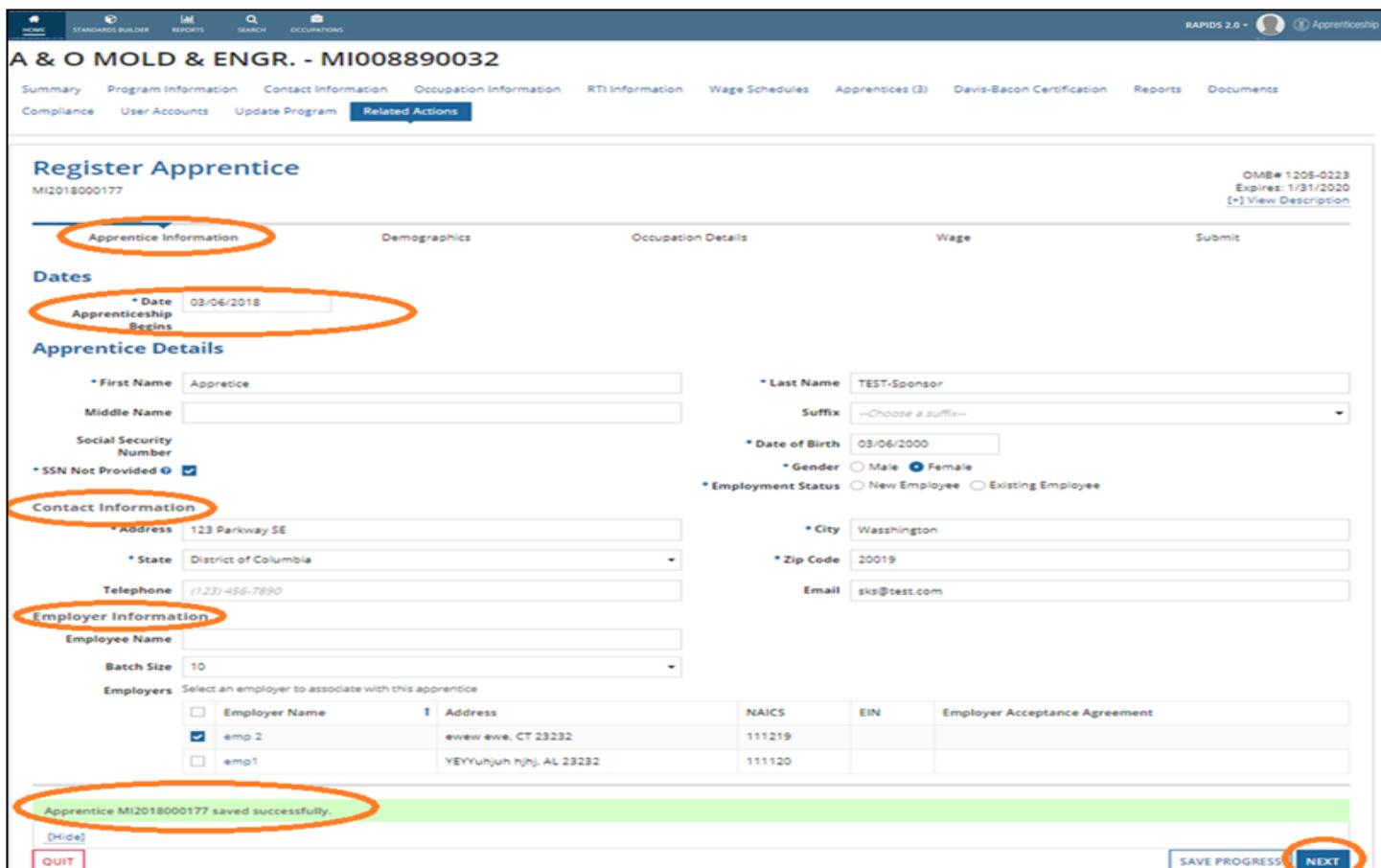
- Complete all \* required fields for **Apprentice Information** and **Contact Information**

- Click the **Save Progress** button

- Click the **Next** button

### Note:

- ◆ **Date Apprenticeship Begins** cannot be before the **Program Registered Date**
- ◆ The **Save Progress** button:
  - Upon the first **Save Progress**, the system will generate a **12 digits Apprentice ID (MI2018000177)**
  - Allows you to save where you are so that the Apprentice record can be updated later
- ◆ Employers are setup during the Program Registration process, if available click in the check box next to the Employer name in the **Employer Information** section to associate to Apprentice the selected Employer



**A & O MOLD & ENGR. - MI008890032**

**Register Apprentice**  
MI2018000177

OMB# 1205-0223  
Expires: 1/31/2020  
[+] View Description

**Dates**

\* Date: 03/06/2018  
Apprenticeship Begins

**Apprentice Details**

\* First Name: Apprentice  
Middle Name:   
Social Security Number:   
\* SSN Not Provided:

**Contact Information**

\* Address: 123 Parkway SE  
\* State: District of Columbia  
Telephone: (123) 456-7890

**Employer Information**

Employee Name:   
Batch Size: 10  
Employers: Select an employer to associate with this apprentice

Employer Name	Address	NAICS	EIN	Employer Acceptance Agreement
<input type="checkbox"/> emp 2	ewew ewe, CT 23232	111219		
<input type="checkbox"/> emp1	YEVYuhjuh hjhj, AL 23232	111120		

Apprentice MI2018000177 saved successfully.

[Hide]

# REGISTER AN APPRENTICE

## Demographics

7. Complete all required \* fields for Demographics and the optional **Career Connection**
8. Click the **Save Progress** or **Next** button

A & O MOLD & ENGR. - MI008890032

HOME STANDARDS BUILDER REPORTS SEARCH OCCUPATIONS RAPIDS 2.0 + Apprenticeship

Summary Program Information Contact Information Occupation Information RTI Information Wage Schedules Apprentices (3) Davis-Bacon Certification Reports Documents

Compliance User Accounts Update Program Related Actions

Register Apprentice OMB# 1205-0223  
MI2018000177 Expires: 1/31/2020  
[+] View Description

Apprentice Information Demographics Occupation Details Wage Submit

**Demographics**

\* Hispanic/Latino  Hispanic  Non-Hispanic  Participant did not self-identify

\* Race  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White  Do not wish to answer

Multiple selections are allowed

\* Veteran Status  Veteran  Non Veteran  Participants did not self-identify

\* Education Level  8th Grade or Less  9th to 12th Grade  GED  High School or Greater  Unknown  Post Secondary or Technical Training

**Career Connection**

None  No career connection applies.

Pre-Apprenticeship  A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School  Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans  Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps  Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild  Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP  Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral  Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship  Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Apprentice MI2018000177 saved successfully.

[Hide]

# REGISTER AN APPRENTICE

## Occupation Details

9. Complete all required \* fields for the **Occupation Details** and **Previous Experience** sections
10. Click on the drop down menu and select the Occupation to associate to Apprentice
11. If No Credit for Previous Experience enter zero "0"
12. Click the **Save Progress** or the **Next** button

Register Apprentice  
MI2018000177

OMB# 1205-0223  
Expires: 1/31/2020  
[+] View Description

**Occupation Details**

\* Occupation: DRAFTER, CIVIL (O128) Time-Based VT

\* Related Training Instruction Provider: Eastern Michigan University

Length of Instruction: 144 Hours Annually

Are Wages Paid During RTI?: No

Probationary Period: 2000 Hours

**Previous Experience**

\* Credit for Previous Experience: Enter in hours. If no credit is given, enter 0. Cannot be greater than 7000 hours.

Date Apprenticeship Begins: Mar 6, 2018

Applicable Term Length: 8000 Hours Based on Maximum Term Length

Expected Completion Date: Mar 7, 2022

Apprentice MI2018000177 saved successfully.

[Hide] **QUIT** **PREVIOUS** **SAVE PROGRESS** **NEXT**

## Wage

13. Click in the check box next to the **Wage Schedules Name** to associate with Apprentice
14. Enter **Entry Wages** - cannot be more than the **Start Wage**

Register Apprentice  
MI2018000177

OMB# 1205-0223  
Expires: 1/31/2020  
[+] View Description

**Wage**

\* Prior Wages: \$0.00  
If no prior wages, enter 0.

\* Entry Wages:

Journeyworker Wages (Hourly): \$44.00

**Wage Schedules**  
Select the wage schedule for the apprentice.

Wage Schedule Name	Wages	Description
<input type="checkbox"/> DRAFTER, CIVIL		Start Wage: \$29.00 End Wage: \$44.00

Apprentice MI2018000177 saved successfully.

[Hide] **QUIT** **PREVIOUS** **SAVE PROGRESS** **NEXT**

# REGISTER AN APPRENTICE

## Review, Save & Complete Registration Request

15. After reviewing all Register Apprentice sections
16. Click the Save & Complete Registration

Review, Save & Complete Registration Request

15. After reviewing all Register Apprentice sections

16. Click the Save & Complete Registration

**A & O MOLD & ENGR. - MI008890032**

**Register Apprentice**  
MI2018000177

**Program Selection**  
Program: MI008890032 A & O MOLD & ENGR.

**Occupation Information**  
Occupation: DRAFTER, CIVIL (0128) VT Time-Based  
Date Apprenticeship Begins: Mar 6, 2018

**Apprentice Details**  
First Name: Apprentice  
Middle Name: Suffix: Last Name: TEST-Sponsor  
Social Security Number: Not Provided  
Date of Birth: Mar 6, 2000  
Gender: Female  
Employment Status: New Employee

**Contact Information**  
Address: 123 Parkway SE  
State: DC  
Zip Code: 20019  
Telephone: Email: sks@test.com

**Employer Information**  
Employer Name: emp 2  
Address: 123 Parkway SE  
City: Washington  
State: CT  
Zip Code: 23232  
EIN: NAICS Code: 111219-Other Vegetable (except Potato) and Melon Farming

**Demographics**  
Hispanic/Latino Ethnicity: Hispanic  
Veteran Status: Non-Veteran  
Disability: No  
Career Connection: None

**Occupation Details**  
Related Training Instruction Provider: Eastern Michigan University  
Length of Instruction: 144 Hours Annually  
Avg. Wages Paid During RTI: \$0  
Probationary Period: 2000 Hours

**Previous Experience**  
Credit for Previous Experience: \$0

**Wage**  
Prior Wages: \$0.00 Hourly  
Entry Wages: \$33.00 Hourly  
Journeyworker Wages (Hourly): \$44.00  
Wage Schedules  
Select the wage schedule for the apprentice.  
Wage Schedule Name: DRAFTER, CIVIL

Period	Duration (Hours)	Wage (Hourly)	Description
1st	8000	\$29.00	
End Wage	8000 Hours	\$44.00	

Selected Wage Schedule: DRAFTER, CIVIL Levels

Apprentice MI2018000177 saved successfully.

**SAVE PROGRESS** **SAVE & COMPLETE REGISTRATION REQUEST** **SUBMIT & ADD ANOTHER**

# REGISTER AN APPRENTICE

## Confirmation

The system will display a Confirmation



The screenshot shows a web-based application for apprenticeship registration. At the top, there is a navigation bar with links for HOME, STANDARDS BUILDER, REPORTS, SEARCH, and OCCUPATIONS. On the right side of the header, there is a user profile icon and the text 'RAPIDS 2.0' and 'Apprenticeship'. The main content area has a title 'MI2018000177 - TEST-Sponsor, Apprentice'. Below the title, there are three buttons: 'Summary', 'History', and 'Related Actions', with 'Related Actions' being the active tab. A green notification bar at the top of the content area contains the text 'Apprentice Registered Successfully'. Below this, a message states 'Apprentice MI2018000177 has been successfully submitted for Registration Approval'. A blue link labeled 'View Apprentice' is visible in the message area. The entire screenshot is enclosed in a light gray border.

## View Apprentice

17. Click the **View Apprentice** link to view the new Apprentice to the Program