Apprenticeship

United States Department of Labor

Employment and Training Administration (ETA)

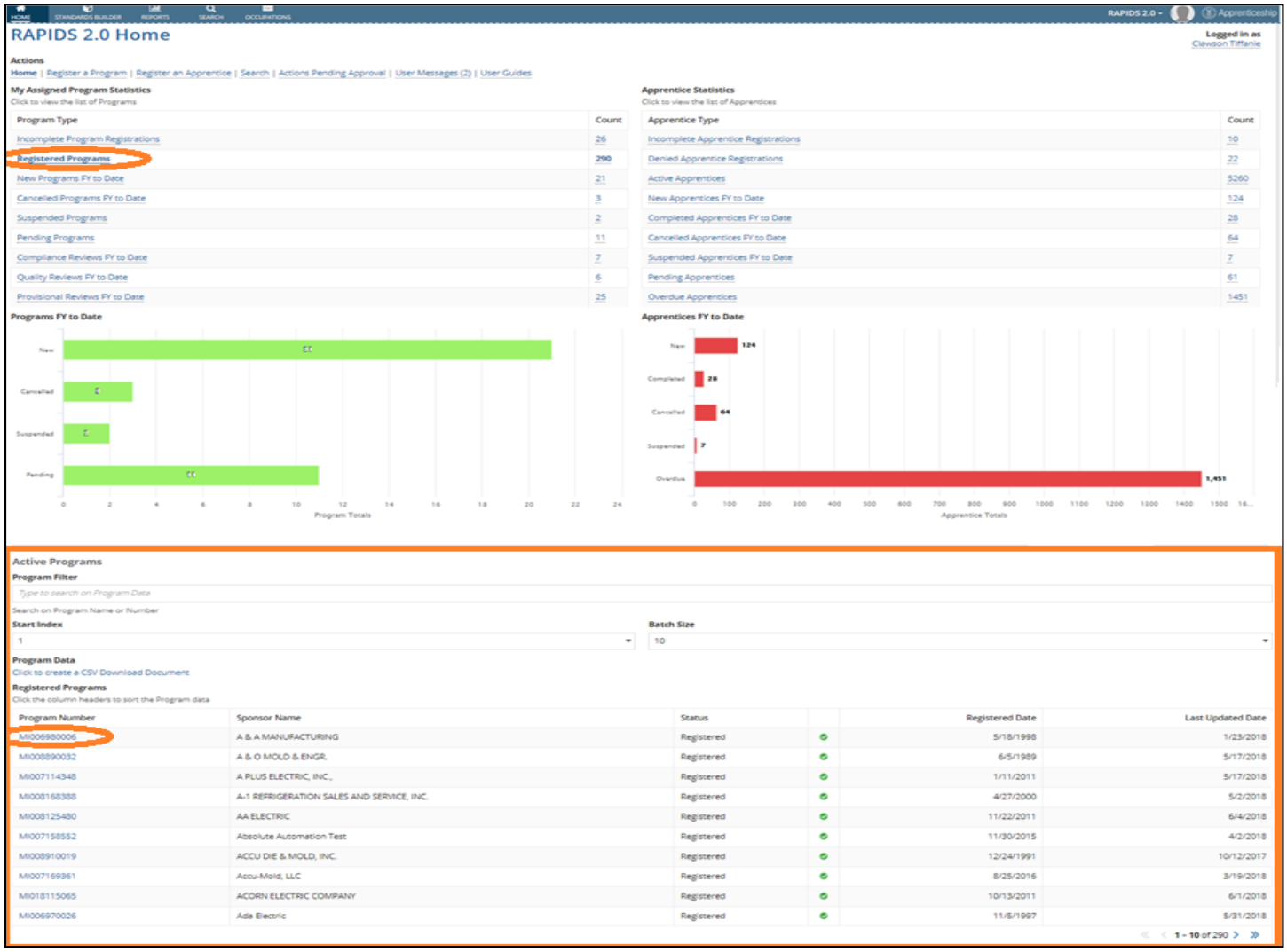
https://dol.appiancloud.com

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**

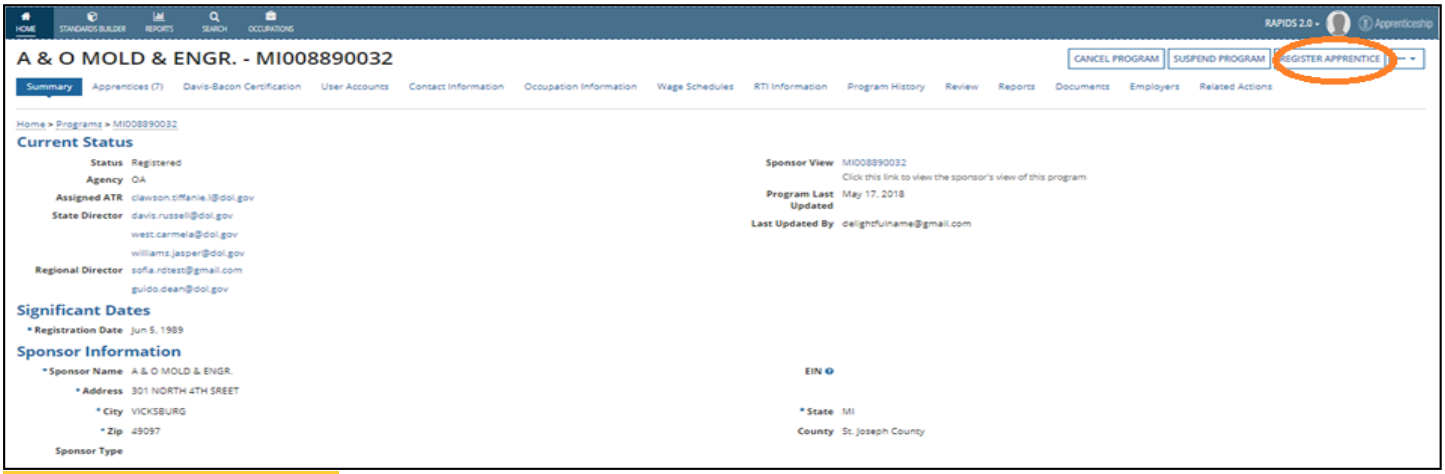


GETTING HELP

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

REGISTER AN APPRENTICE

3. Click on the **Register Apprentice** button

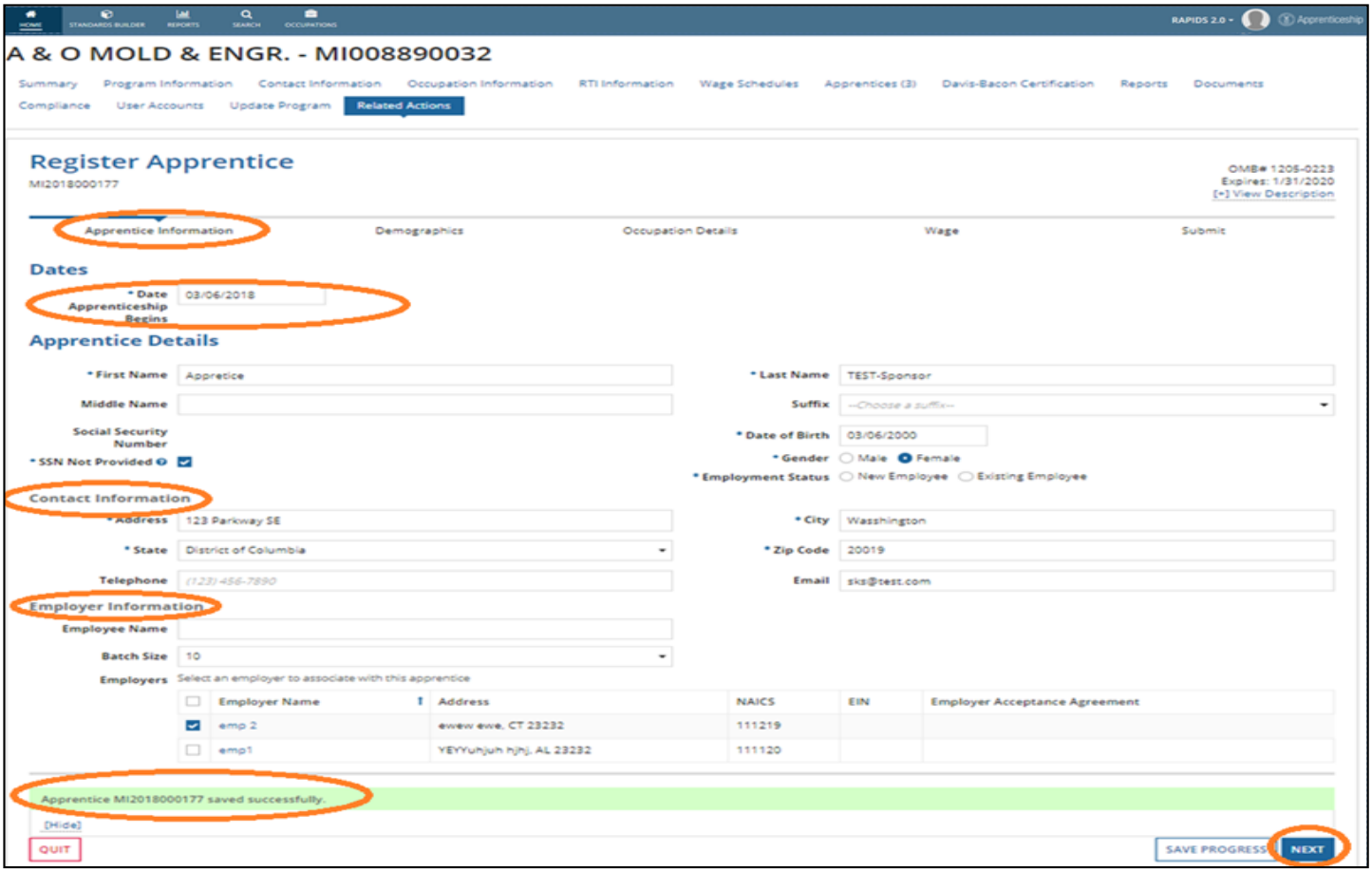


Apprentice Information

4. Complete all * required fields for **Apprentice Information** and **Contact Information**
5. Click the **Save Progress** button
6. Click the **Next** button

Note:

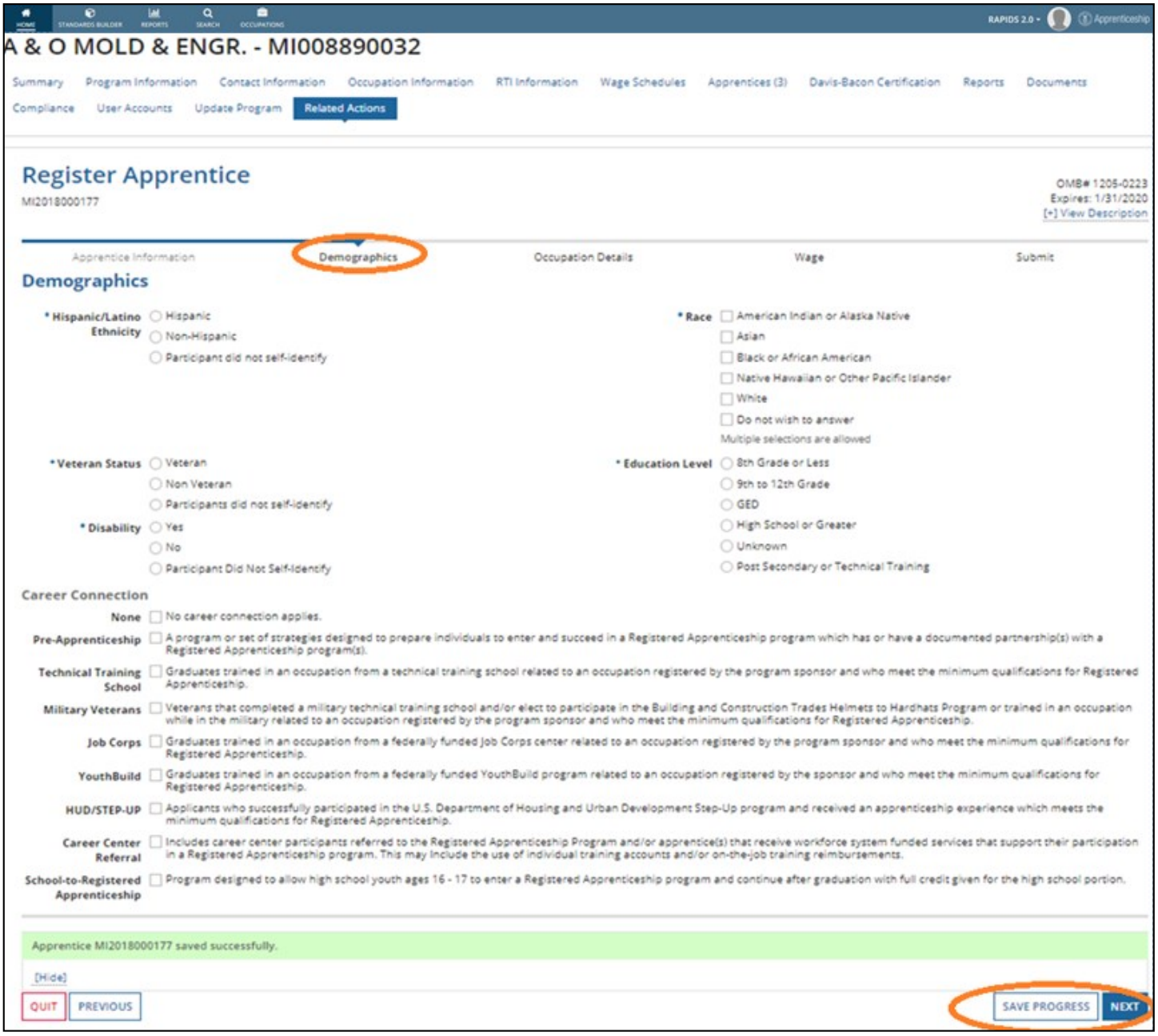
- **Date Apprenticeship Begins** cannot be before the **Program Registered Date**
- The **Save Progress** button:
  A. Upon the first **Save Progress**, the system will generate a **12 digits Apprentice ID (MI2018000177)**
  B. Allows you to save where you are so that the Apprentice record can be updated 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



REGISTER AN APPRENTICE

Demographics

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



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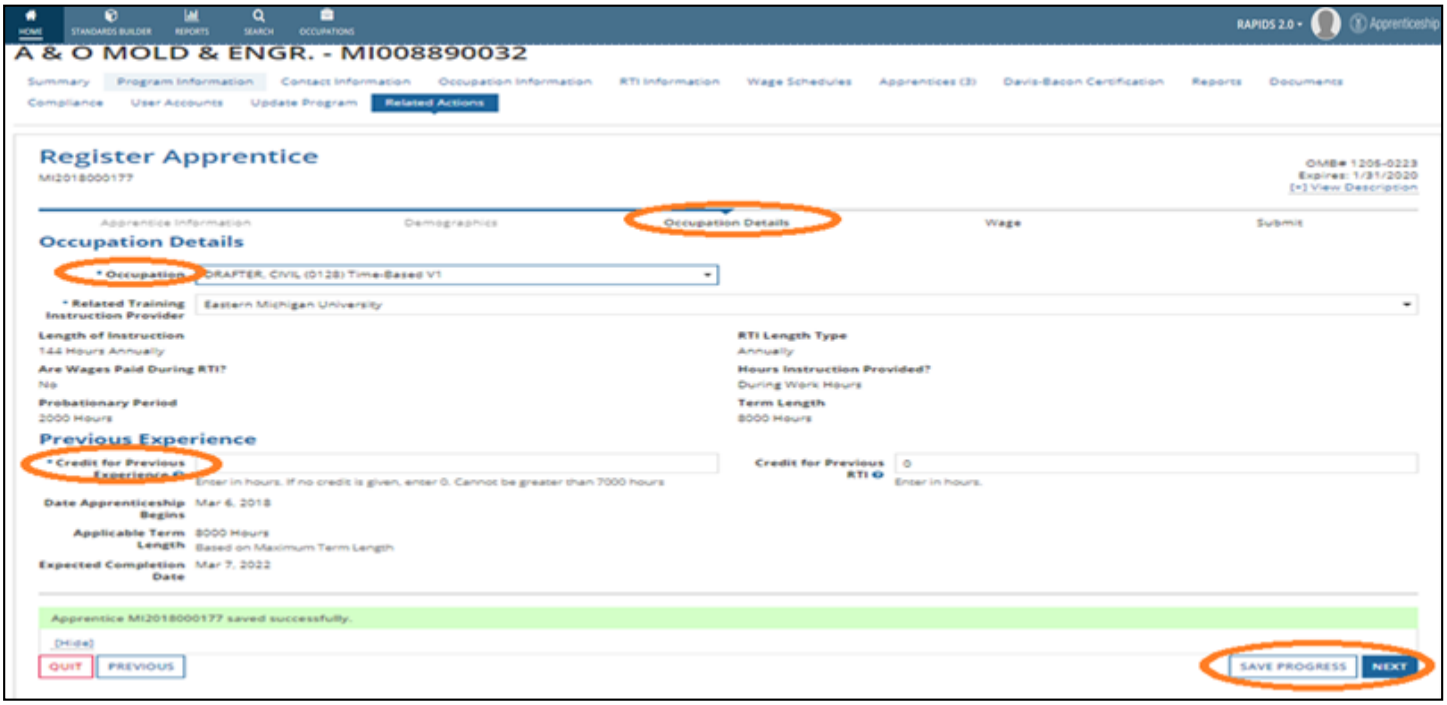
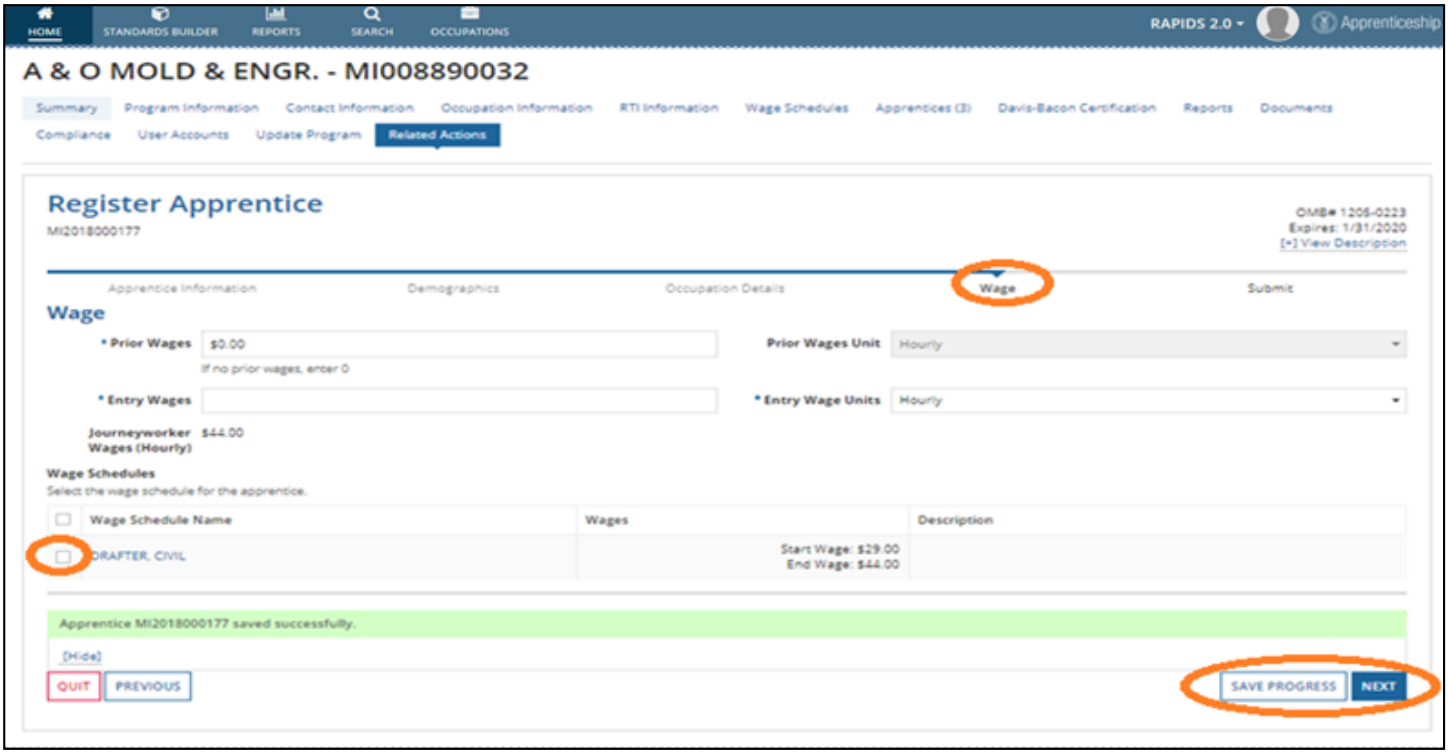
Occupation Details

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



Wage

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



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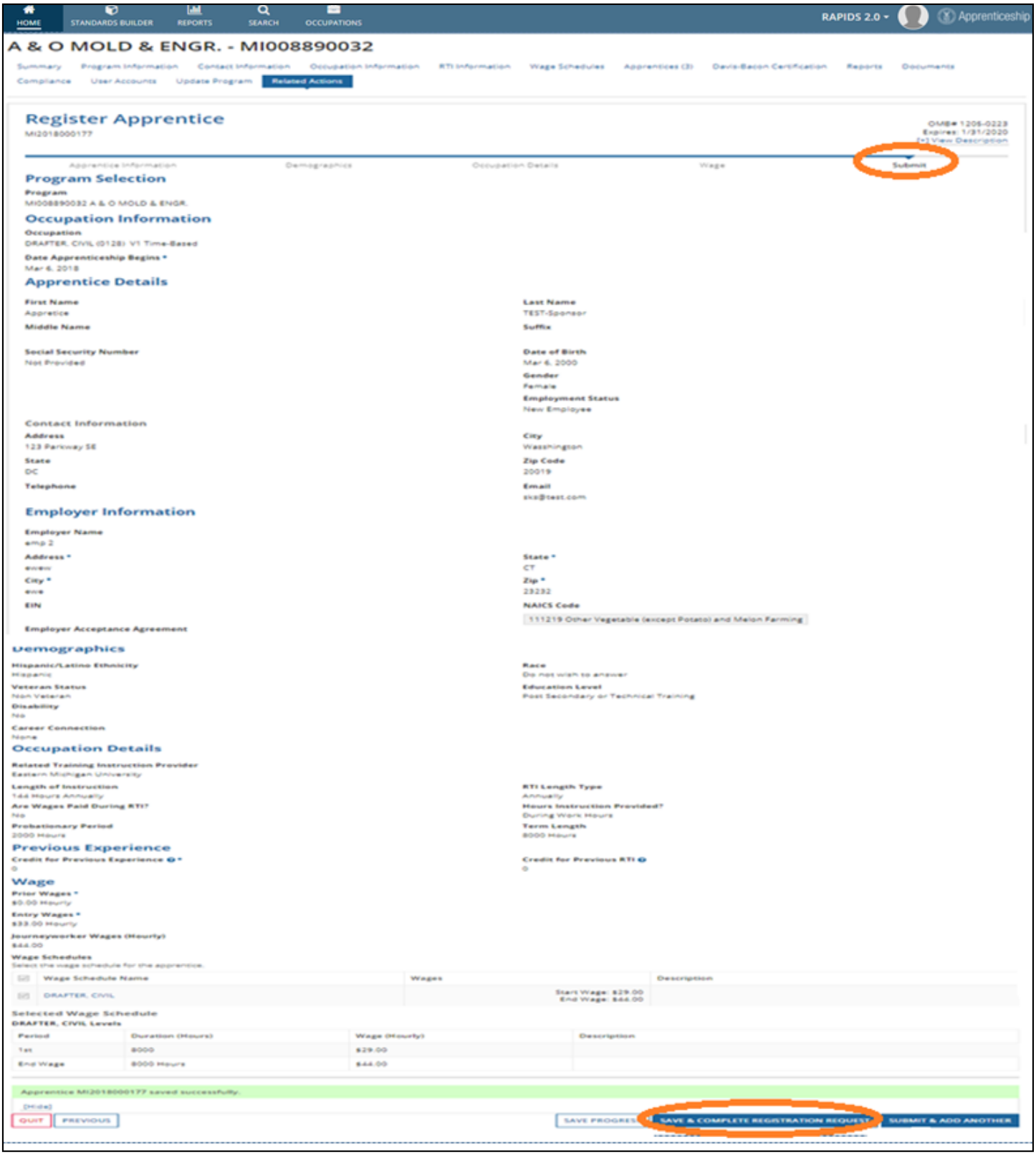
Review, Save & Complete Registration Request

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



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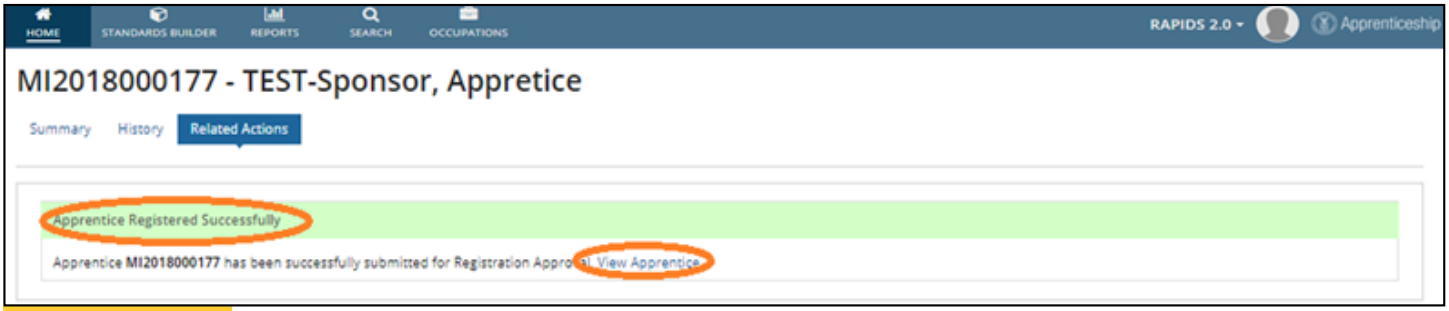
Confirmation

The system will display a Confirmation



View Apprentice

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