



# Apprenticeship

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

<https://dol.appiancloud.com>

## RAPIDS 2.0 Quick Reference Guide – Complete Apprenticeship

**Note:**

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

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. At the top, there are navigation tabs for 'STANDARD BUILDER', 'IMM', 'REPORTS', 'SEARCH', and 'OCCUPATIONS'. The main content area is divided into several sections:

- My Assigned Program Statistics:** A table showing counts for various program types. 'Registered Programs' is highlighted with a red circle and has a count of 192.
- Apprentice Statistics:** A table showing counts for various apprentice types. 'Overdue Apprentices' has a count of 385.
- Programs FY to Date:** A horizontal bar chart showing counts for 'New', 'Cancelled', 'Suspended', and 'Pending' programs.
- Apprentices FY to Date:** A horizontal bar chart showing counts for 'New', 'Completed', 'Cancelled', 'Suspended', and 'Overdue' apprentices.
- Active Programs:** A table listing registered programs with columns for Program Number, Sponsor Name, Status, Registered Date, and Last Updated Date. The first row, with Program Number 'M002980026', is highlighted with a red circle.

### GETTING HELP

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

# COMPLETE APPRENTICE

## Individual Apprentice Completion

3. Click on the Apprentices link

The screenshot shows the 'Apprentices (7)' link in the navigation bar highlighted with a red circle. The page displays details for the program 'A & O MOLD & ENGR. - MI008890032', including current status, significant dates, and sponsor information.

4. Click on the Apprentice Number

The screenshot shows the 'Apprentices (5)' link highlighted. A search filter 'MI2018000120' is applied to the 'Apprentice Name' field. The table below lists active apprentices with their details.

Apprentice Number	Name	Occupation	Status	Date Apprenticeship Begins	Registration Date	Expected Completion Date	History
[Redacted]	[Redacted]	DRAFTER, CIVIL (0128) V1 Time-Based	Registered	5/1/2018	11/6/2013	5/2/2022	View History
MI2018000120	apprentice, Test	ABLE SEAMAN (1043) V1 Time-Based	Registered	10/10/2018	2/13/2018	10/22/2019	View History
[Redacted]	[Redacted]	DRAFTER, CIVIL (0128) V1 Time-Based	Registered	8/28/2017	5/9/2012	6/2/2021	View History
MI2018000177	TEST-Sponsor, Apprentice	DRAFTER, CIVIL (0128) V1 Time-Based	Registered	3/6/2018	3/7/2018	3/7/2022	View History
[Redacted]	[Redacted]	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 Complete Apprentice button

The screenshot shows the 'Complete Apprentice' button highlighted with a red circle. The page displays details for apprentice 'MI2018000120 - apprentice, Test', including current status, program information, and important dates.

6. Complete all required \* fields

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

The screenshot shows the 'Submit Completion' button highlighted with a red circle. The page displays details for apprentice 'MI2018000113 - apprentice, final', including a table with completion information.

Number	Name	Program	Occupation	Expected Completion Date	Completion Wage	Completion Date
MI2018000113	final apprentice	MI002980026 Berkeley County Regional Education Service Agency	TAPER (Alternate Title: Drywall Finisher) (0561 V1) Time-Based	2/6/2020		06/07/2018

# COMPLETE APPRENTICE

## Bulk Apprentices Completion

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

**Note:**

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

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

Summary | Apprentices (7) | Davis-Bacon Certification | User Accounts | Contact Information | Occupation Information | Wage Schedules | RTI Information | Program History | Review | Reports | Documents | Employers | Related Actions

**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.

Batch Size: 10

**COMPLETE** CANCEL TRANSFER RE-INSTATE SUSPEND UPDATE

**Active Apprentices**

Select an apprentice to enable the buttons above. Select multiple apprentices to perform batch transactions. Batch transactions can only be performed on Apprentices in the same program.

<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"/>	[REDACTED]	[REDACTED]	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"/>	[REDACTED]	[REDACTED]	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 **Save & Submit Completion** button

**Berkeley County Regional Education Service Agency - MI002980026**

Summary | Apprentices (97) | Davis-Bacon Certification | User Accounts | Contact Information | Occupation Information | Wage Schedules | RTI Information | Program History | Review | Reports | Documents | Employers | Related Actions

**Apprentice Information**

**Complete Apprentices**

Apprentices

Number	Name	Program	Occupation	Expected Completion Date	Completion Wage	Completion Date	
MI2018000318	AP2 AP2	MI002980026 Berkeley County Regional Education Service Agency	ACCOUNTING TECHNICIAN (Alternate Title: Accounting Specialist) (1125 V1) Hybrid	11/16/2020		06/07/2018	X
MI2018000319	AP3 AP3	MI002980026 Berkeley County Regional Education Service Agency	ACCOUNTING TECHNICIAN (Alternate Title: Accounting Specialist) (1125 V1) Hybrid	11/16/2020		06/07/2018	X

QUIT **SAVE & SUBMIT COMPLETION**

## Confirmation

**Berkeley County Regional Education Service Agency - MI002980026**

Summary | Apprentices (97) | Davis-Bacon Certification | User Accounts | Contact Information | Occupation Information | Wage Schedules | RTI Information | Program History | Review | Reports | Documents | Employers | Related Actions

Apprentices Completed Successfully

[Hide]

**Apprentice Information**

Search:

Search on Apprentice Name or Number

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