

Appendix B
AER Sponsor Manual
ETA-671 Apprenticeship Agreement



SPONSOR QUICK START GUIDE

The purpose of this RAPIDS Sponsor’s Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

Table of Contents

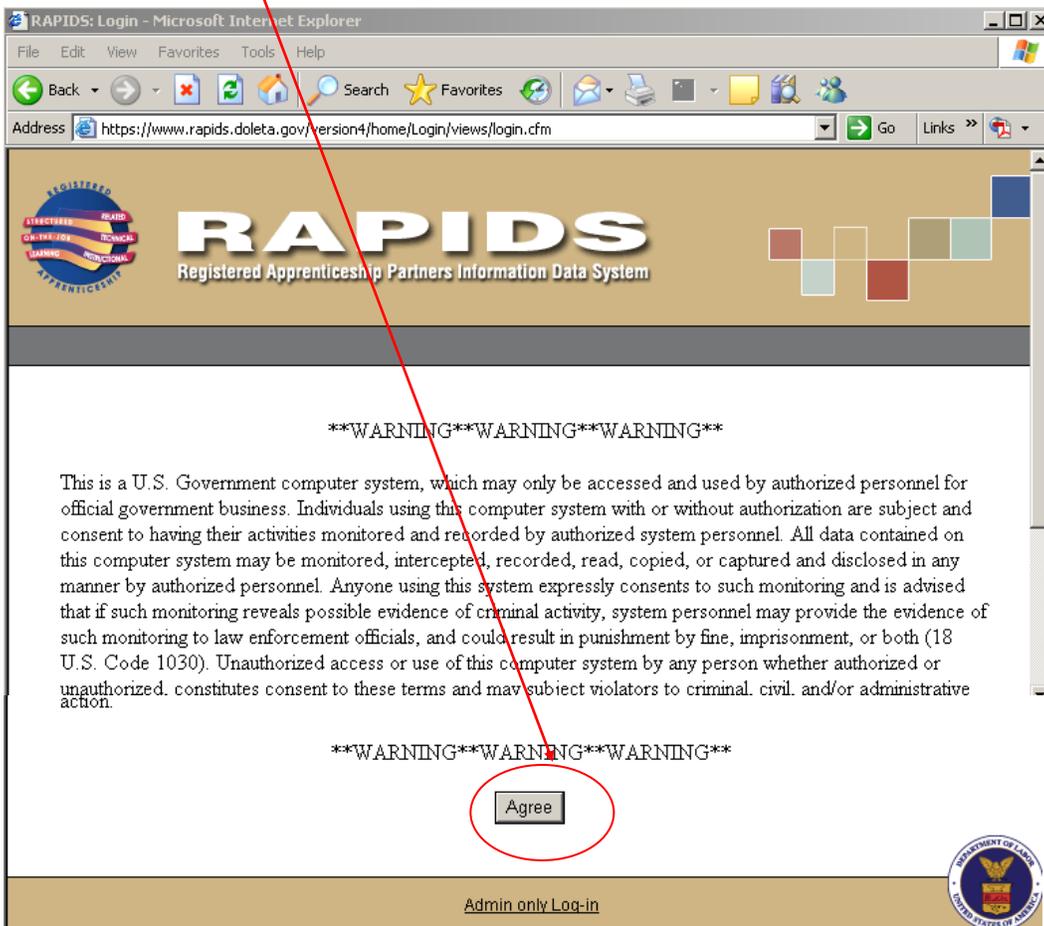
- 1.1 Accessing the RAPIDS System..... page 4**
- 1.2 Log-in..... page 5**
- 1.3 Register Apprentice..... page 7**
- 1.4 Complete Apprentice..... page 10**
- 1.5 Cancel Apprentice..... page 13**

1.1 Accessing RAPIDS Website

Note: Before beginning the training session, please set up your computer and be ready for the training.

To access RAPIDS:

1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box:
<https://www.rapids.doleta.gov>
2. The “Security Warning Message” screen appears.
3. Click **Agree**.
4. The RAPIDS login screen appears



1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the **USER ID** box.
2. Enter the password that was assigned to you in the **Password** box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.

The screenshot shows the RAPIDS login interface. At the top left is the logo for Registered Apprenticeship, featuring a circular emblem with the text 'REGISTERED APPRENTICESHIP' and 'STRENGTHENING SKILLS' and 'ON-THE-JOB TRAINING'. To the right of the logo is the text 'RAPIDS' in large, bold, white letters, with 'Registered Apprenticeship Partners Information Data System' underneath. Further right is a decorative graphic of colored squares. Below this header is a dark grey bar. The main content area has a white background. On the left, the word 'Login' is displayed. Below it is a photograph of two men working on a large industrial machine. To the right of the photo, the text 'Welcome to RAPIDS' is centered. Below this are two input fields: 'User ID:' and 'Password:'. Both fields are circled in red. Below the password field is a link that says 'Retrieve Forgotten Password'. At the bottom right of the login area is a 'Login' button, also circled in red. A red arrow points from the 'User ID' field to the 'Login' button. At the bottom of the page, there is a dark grey bar with the text 'Admin only Log-in' on the left and the Department of Labor logo on the right.

Result: The Home page will display, as shown below:



RAPIDS

Registered Apprenticeship Partners Information Data System

Welcome, SP02656([Logoff](#)) | [Help](#)



Home
Programs
Apprentices

General
My Profile

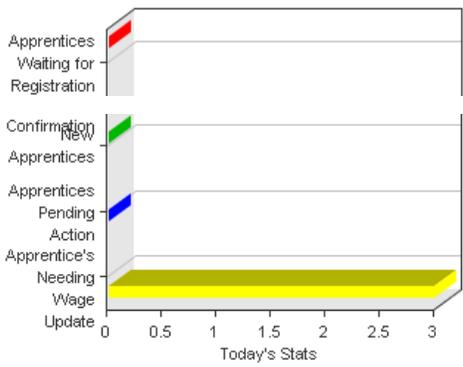
Search: For: [Advanced Search](#)

Welcome, LARRY STARR (Program Sponsor)

Performance At A Glance

Today's Stats: Larry Starr

Apprentices Waiting for Registration Confirmation:	0
Apprentices Registered Today:	0
Incomplete Registrations:	0
Apprentices with changes pending:	0
Apprentice's Needing Wage Update:	3



Totals (Fiscal Year to Date)

Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
AK000710001	1	0	10	0	0	1

Quick Links

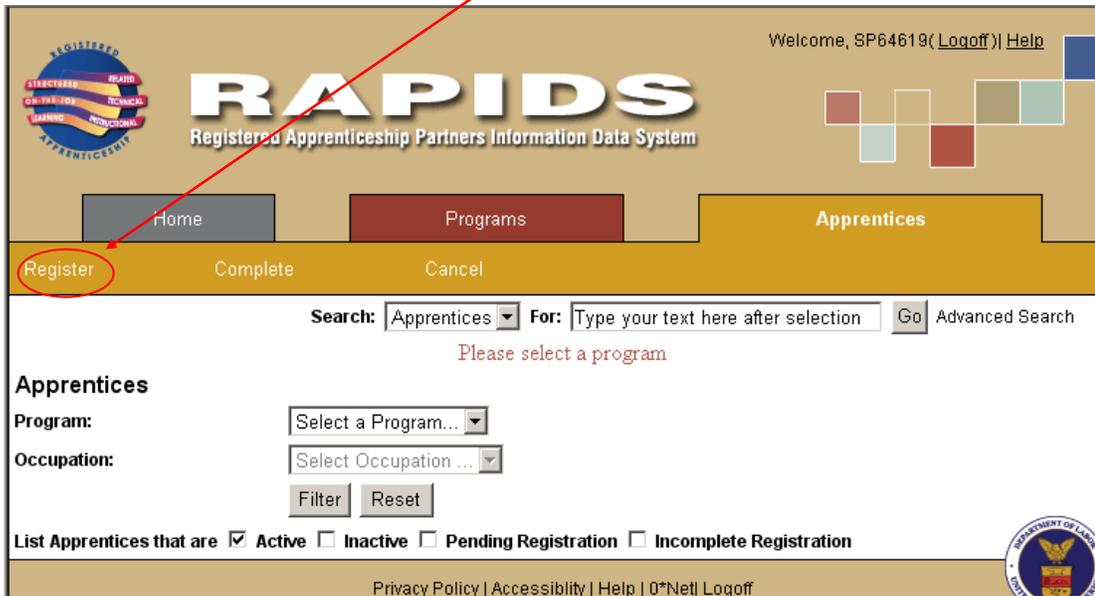
- [Register an apprentice](#)

What's New

Privacy Policy | [Accessibility](#) | [Help](#) | [0*Net](#) | [Logoff](#)


1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.



This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

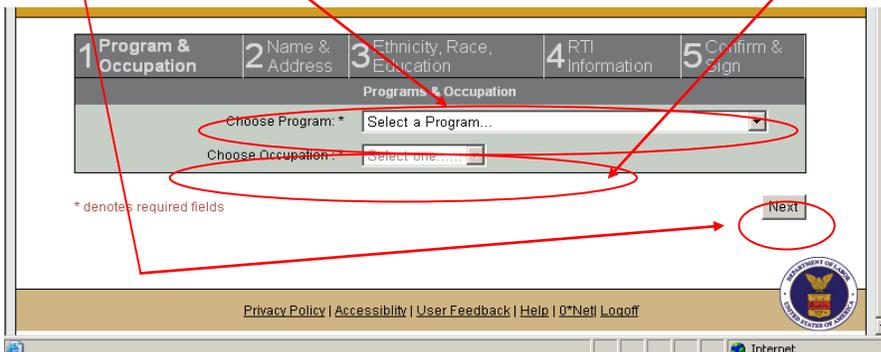
- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign

To create a new apprentice record, follow the steps for each section below:

Note: Entry is required in all fields with an asterisk (*) beside the field name.

On the Program & Occupation Section

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.



Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

Apprentice Registration

Last Name: SDFGV, First Name: SDV ID: AK07N003570

1 Program & Occupation	2 Name & Address	3 Ethnicity, Race, Education	4 RTI Information	5 Confirm & Sign
------------------------	------------------	------------------------------	-------------------	------------------

Program & Occupation

A-1 CONSTRUCTION

Sponsor: 7483 CHEBOYGAN STREET
ALANSON, MI 49706

Sponsor Program No: MI009990013

Trade/Occupation: CARPENTER

Occupation Code: 0067

Term: 8000 Hours

Probationary Period: 1000 Hours

Name and Address of Sponsor Designee to Receive Complaints(if applicable)

Designee: No Designee Information for this Project

Name Information

Last Name: SDFGV
First Name: SDV
Middle Name:
SSN:
Apprentice ID: AK07N003570

Address Information

Address: SDFGV
City: SDFGV

State: AK
Zip Code: 99999
Phone:
E-mail:
Date of Birth: 01/01/1981
Gender: Male

Ethnicity, Race, Veteran Status, Education

Ethnic Group: Hispanic

Race: Black

Veteran Status: Non-Veteran

Education Level: High School Graduate

Career Linkage

Military

Related Training Information

Related Training Instruction Provider: AMERICAN FIRE SPRINKLER ASSOC.
Total Length of Instruction: 8000 Hours/ Year
Are Wages Paid During Instruction? Wages not paid
Hours Instruction Provided: During Non-Work Hours
Term Length: 8000 Hours
Probationary Period: 1000 Hours
Credit for Previous Experience: 50 Hours
Credit for Previous RTI: 50 Hours
Term Remaining: 7950 Hours
Date Apprenticeship Begins: 05/24/2007

Wages

Prior Apprenticeship Wages: 5.75 / Hour
Apprentice's Entry Wages: 8.00 / Hour
Journeyworker's Wages: 8.00 / Hour

Update

Current Status Information

Status: Incomplete Registration
Status Last Updated: 05/16/2007

Electronic Signature

Sign this registration by clicking the box below. By signing here you are acknowledging that the information you have entered is accurate.

JAMES DEMERCADO - M010
 Electronic Signature *

Click the button below to complete this registration.

Save & Complete Registration Request

[Privacy Policy](#) | [Accessibility](#) | [User Feedback](#) | [Help](#) | [Q*Net](#) | [Logoff](#)

Done Internet

To complete the registration, **check the Electronic Signature box**, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

Note: After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

1.4 Complete Apprentice

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprentice tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.

To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.

Result: System displays the Complete Apprentice form

Complete Apprentice

Program					
Sponsor:		AK HEAT & FROST INSULATORS JATC P.O. BOX 203212 ANCHORAGE, AK 99520			
Sponsor Program No.:		AK000710001			
Apprentices					
No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ <input type="text" value="0.00"/>	* <input type="text"/>  (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ <input type="text" value="0.00"/>	* <input type="text"/>  (Ex. MM/DD/YYYY)

* denotes required fields

Note: Entry is required in *all* fields with an asterisk (*) beside the field name.

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name from the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

Result: The system will display the completed record(s) on the list

Search: For: [Advanced Search](#)

By: Apprentice ID Last Name

Apprentices

Show: My Programs All Programs

State:

Program:

Occupation:

List Apprentices that are Active Pending Inactive

Rows 1 to 1 of 1 Rows per page:

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI05N008706	SMITH, KEVIN	MI010050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

1.5 Cancel Apprentice

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the Apprentice tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.

The screenshot shows the 'RAPIDS: Apprentice (TEST)' web application in Microsoft Internet Explorer. The browser address bar shows the URL: <http://166.97.4.153/version4/raishome.cfm?raisact=AP:cancellist>. The application has a navigation menu with 'Home', 'Programs', and 'Apprentices' tabs. Under the 'Apprentices' tab, there are sub-tabs: 'Search', 'Register', 'Complete', and 'Cancel'. The 'Cancel' sub-tab is active. Below the sub-tabs, there is a search area with 'Search: Apprentices' and a 'For:' field. The main content area is titled 'Cancel Apprentices' and includes dropdown menus for 'Program: ABC ALASKA (AK000990003)' and 'Occupation: All Occupations.....'. There are 'Filter' and 'Reset' buttons. Below the filters, it says 'Rows 1 to 10 of 320' and 'Rows per page: 10'. A 'Page' button is also present. A 'Select one or more Apprentices to:' section contains a 'Review for Cancellation' button. Below this is a table with the following data:

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

Result: System displays the Cancel Apprentice form

Home Programs Apprentices

Register Complete **Cancel**

Search: Apprentices For: Type your text here after selection Go Advanced Search

Cancel Apprentice

Program

Sponsor: AK HEAT & FROST INSULATORS JATC
P.O. BOX 203212
ANCHORAGE, AK 99520

Sponsor Program No.: AK000710001

Apprentices

No.	Id	Name	Occupation	Exit Wage
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00

Cancellation Information

Cancellation Date: * (Ex. MM/DD/YYYY)

Cancelled in Probation Period? * Yes No

Appeal Rights Explained? * Yes No

Requested by? * Sponsor Apprentice

Reason for Cancellation: * ?

* denotes required fields

Submit Cancellation Quit

Note: Entry is required in *all* fields with an asterisk (*) beside the field name.

3. Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
4. Check whether the apprentice is being cancelled within his/her Probation Period.
5. Check whether the apprentice's Appeal Rights were explained.
6. Select the Reason for Cancellation from the drop-down list.
7. Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

One-Stop Referral. Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

Trade Adjustment Assistance. Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

YouthBuild. Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

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.

HUD/STEP-UP. Developed in conjunction with HUD. The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, insert the name of the program.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). After Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated above in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

- Note:**
- 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e. of this agreement.
 - 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
 - 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach)- 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

Example (Time-based approach)- 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)
