



ApprenticeshipUSA

RAPIDS 2.0

SPONSOR'S USER GUIDE

JUNE 19, 2017

DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP (OA)

EMPLOYMENT AND TRAINING (ETA)

BUSINESS PROCESS MANAGEMENT SYSTEM (BPMS) PLATFORM

Revision History

Version	Version Date	Modified By	Description of Changes
0.1	5/29/2017	Sandra K Smith (Appteon)	Initial Draft

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1. Introduction

Welcome to RAPIDS 2.0!

The US Department of Labor's (DOL) Employment & Training Administration (ETA), with support from its Office of Information Systems & Technology (OIST) and Appteon, Inc., has been implementing a plan to develop and deploy a modernized, cloud-base, Business Process Management (BPM) system to replace the existing legacy Registered Apprenticeship Partners Information Data System (RAPIDS) system. The two main tasks involved in replacing the legacy system are (a) implementing end user features, functions, and work flow processes using Appian BPM suite, and (b) migrating the legacy RAPIDS data into the new system (i.e., "RAPIDS 2.0")¹

2. Accessing RAPIDS 2.0

The RAPIDS 2.0 Sponsor User Guide enables users to navigate the system:

- Register Apprentices
- Apprenticeship Agreement (671)
- Complete Apprentices
- Cancel Apprentices
- Davis-Bacon Certifications
- User Accounts
- Others actions to be added in next draft

2.1. Your New RAPIDS 2.0 User Account



You Got eMail

You should have received an email from **admin@dol.appteancloud.com** with the subject "**Appian for US Department of Labor account creation.**" This email contains the following login requirements:

- Your username which is your email address (case sensitive, enter in lower case)
- A temporary password
- A link to RAPIDS 2.0
- A Welcome Email will follow thereafter

Dear ,

Your Appian for US Department of Labor (TEST) account has been created by your administrator: nick hannon. Your username and temporary password are below:

Username: s_ksmith@yahoo.com
Temporary Password: PDh+!Y-K^8#(ic)4#*hnx7%R

To log in with your temporary password, navigate to <https://doltest.appteancloud.com/suite>

You will be asked to select a new password when you log in.

If you have any questions, please contact your administrator.

Thank you,
Appian for US Department of Labor (TEST)
This message has been sent by Appian

Figure 1: Temporary Sign In Sample Email

¹ The Business Owner of Legacy RAPIDS and RAPIDS 2.0 is the ETA's Office of Apprenticeship (OA). ETA's Office of Information Systems and Technology (OIST) provides direct technical support to OA's Legacy RAPIDS and RAPIDS 2.0 systems

2.2. Security Warning Message

1. Copy/paste the URL from the Appian email in your browser address box and click the enter button:
<https://dol.appiancloud.com/suite/sites/registered-apprenticeship>
2. Review the “Security Warning Message”
3. Click the “I AGREE” button to accept the system requirements, the system will display the **Sign In** page

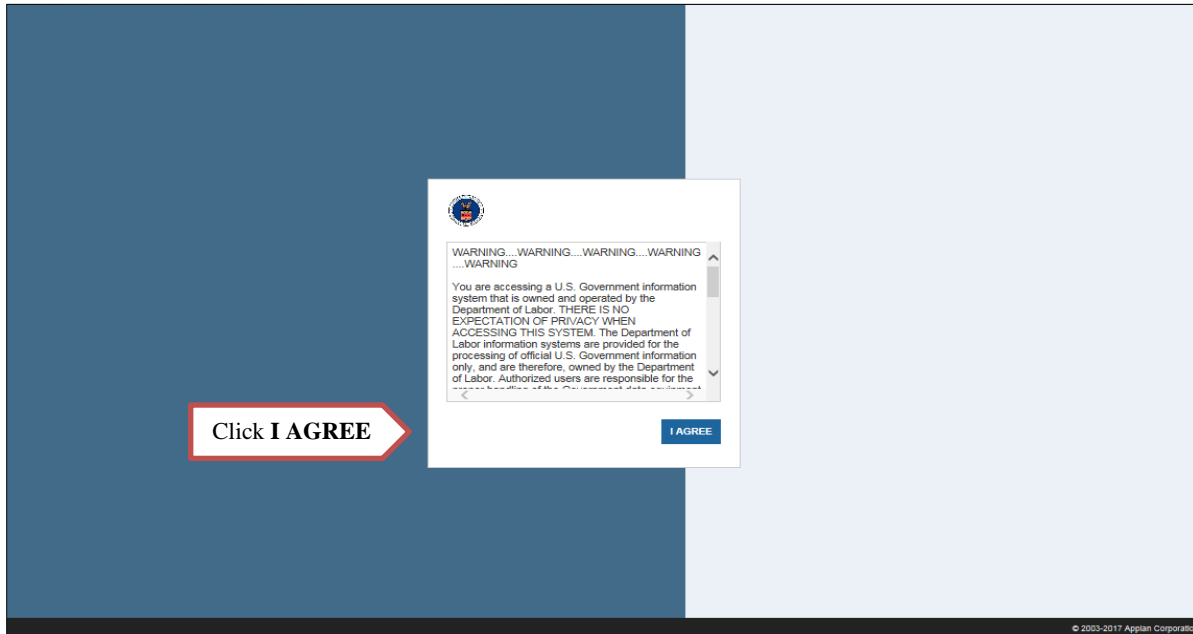


Figure 2: Security Warning Message

2.3. Sign In

1. The system will display the **SIGN IN** page
2. Enter your username in lower case (**example:**jones.kim@dol.gov)
3. Enter your temporary password that is also in the welcome email

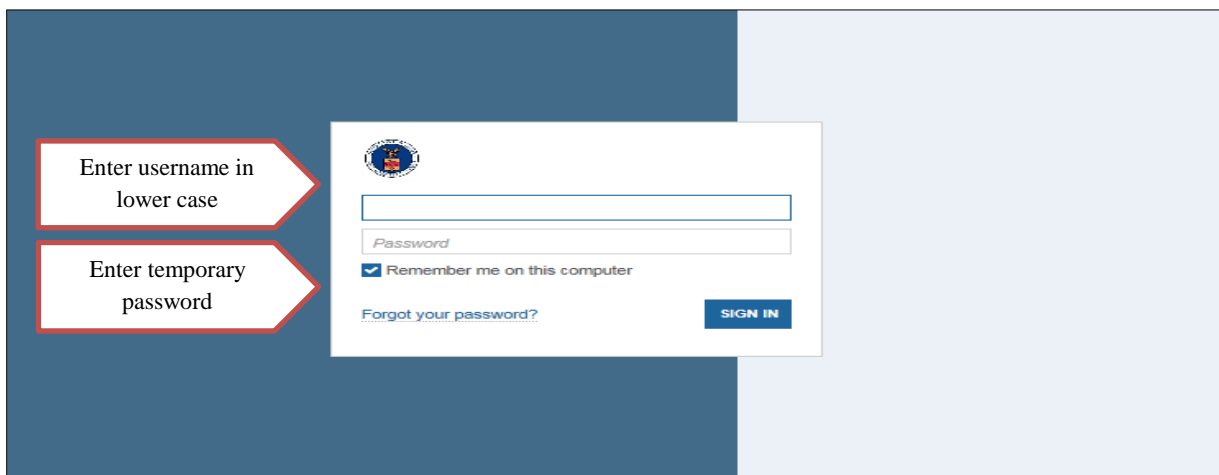


Figure 3: RAPIDS 2.0 Sign In Screen

2.4. Change Password

Enter the temporary password you received in the Change Password email and click the **SUBMIT** button. Then system will prompt you to enter a new password. Your **new password** must be at least eight (8) characters and have at least one (1) of each of the following:

® Uppercase letter

® Special character

® Lowercase letter

® Number

*****AFTER CHANGING YOUR PASSWORD, YOU MUST LOG OUT AND LOG IN AGAIN USING YOUR NEW PASSWORD *****

The screenshot shows a 'Change Password' form. On the left, three red callout boxes provide instructions: 'Enter New Password in lower case', 'Confirm New Password & Submit', and 'Click the SUBMIT button'. The form itself has a header with a logo and the title 'Change Password'. Below the title is the instruction 'Please complete the form to change your password.' The form contains three input fields: 'Username' (with the value 's_ksmith@yahoo.com' and an orange circle around it), 'New Password', and 'Confirm New Password'. At the bottom right of the form are two buttons: 'CANCEL' and 'SUBMIT' (with an orange circle around it).

Figure 4: Change Password

2.5. Forgot Password

Forgot your RAPIDS 2.0 password?

1. Enter your Username in lower case
2. Click the **SEND EMAIL** button

The screenshot shows a 'Forgot Password' form. On the left, two red callout boxes provide instructions: 'Enter Username (In lower case)' and 'Click the SEND EMAIL button'. The form has a header with a logo and the title 'Forgot Password'. Below the title is an input field for 'Username'. Underneath the input field is a paragraph of text: 'Enter your username and click "Send Email". An email will be sent to the email address associated with your user account. Follow the link in the email to reset your password.' Below this text is a link that says 'Back to sign-in page'. At the bottom right of the form is a blue button labeled 'SEND EMAIL'.

Figure 5: Forgot Password

2.6. Password Reset Email

The system will send you a **Password Reset Email** that is only active for 15 minutes

1. Click on the URL link in the email to access the Reset Password functionality

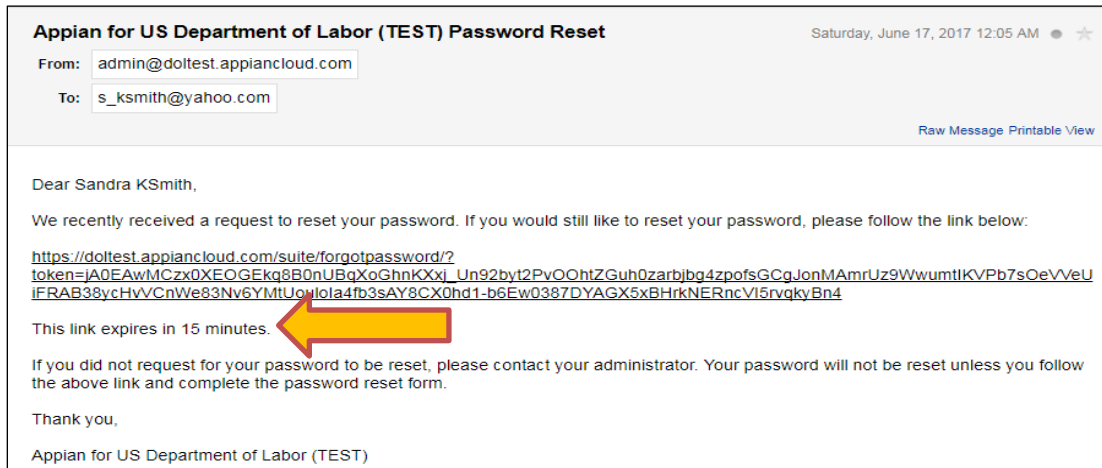


Figure 6: Password Reset Email

2.7. Microsoft Internet Explorer Settings (IE)

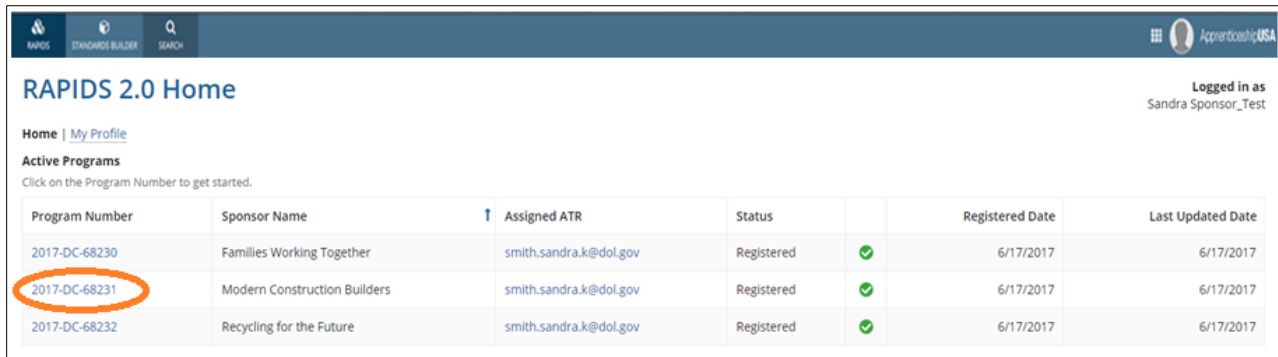
Microsoft Internet Explorer (IE) is the Department of Labor preferred browser. Please refer to RAPIDS 2.0 Quick Reference Guide-Internet Explorer Display Settings so, that you experience the full functionalities that RAPIDS 2.0 has to offer:

1. Appendix A: Quick Reference Guide – IE Settings
2. <https://etadesktop.doleta.gov/oa/it-modernization/docs/RAPIDS-2.0-Quick-Reference-Guide-IE-Settings.pdf>,

3. RAPIDS 2.0 Home

The **RAPIDS 2.0 Home** page displays a list of active **Apprenticeship Programs** to manage. To see the program details:

1. Click on a **Program Number** to **Register an Apprentice** to that program
2. The system will display the **Program Summary** page



Program Number	Sponsor Name	Assigned ATR	Status		Registered Date	Last Updated Date
2017-DC-68230	Families Working Together	smith.sandra.k@dol.gov	Registered	✓	6/17/2017	6/17/2017
2017-DC-68231	Modern Construction Builders	smith.sandra.k@dol.gov	Registered	✓	6/17/2017	6/17/2017
2017-DC-68232	Recycling for the Future	smith.sandra.k@dol.gov	Registered	✓	6/17/2017	6/17/2017

Figure 7: RAPIDS 2.0 Home Page

3.1. Program Summary Page

1. To **Register an Apprentice**, click on the **Register Apprentice** button

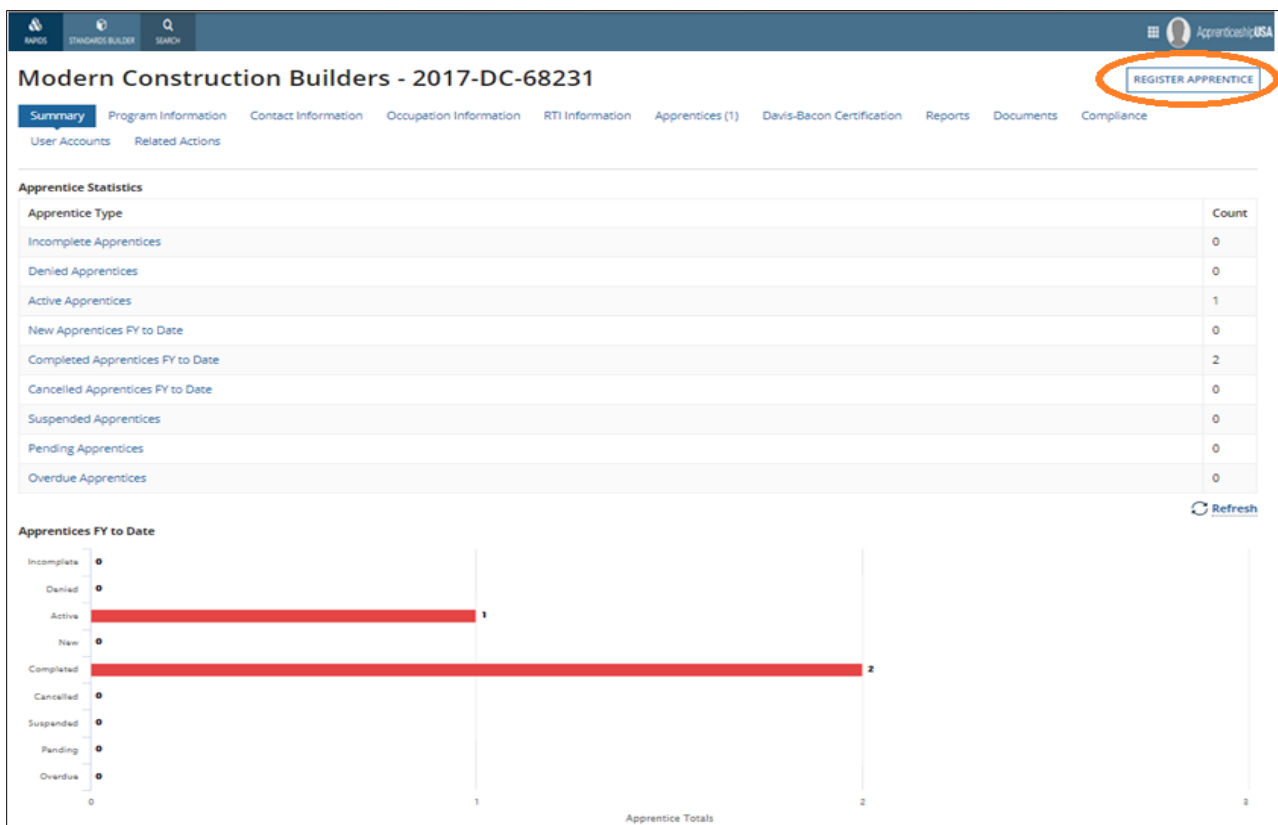


Figure 8: Program Summary Page

4. Register Apprentice

Complete the required * sections for **Register Apprentice**:

1. * Apprentice Details
2. * Contact Information
3. * Employer
4. * Demographics
5. * Occupation Details
6. * Wage
7. * Submit

4.1. Registration Date

Complete the required * fields for **Registration Dates**:

1. * Date Apprenticeship Begins
2. * Registration Date

Note:

- **Date Apprenticeship Begins** cannot be before the **Program Registration Date**
- **Apprentice Registration Date** can be:
 1. Backdated 45 days (provided it's not a date prior to Program Registration Date)
 2. Forward dated 2 weeks

4.2. Apprentice Details

Complete the * required fields for **Apprentice Details**:

1. * First Name
2. * Last Name
3. * Date of Birth
4. * SSN Not Provided
5. * Gender
6. * Employment Status
7. Middle Name

Note:

- If SSN is not provided, click the check box for **SSN Not Provided**

4.3. Contact Information

Complete the * required fields for **Contact Information**:

1. * Address
2. * City
3. * State
4. * Zip Code
5. Telephone
6. Email

4.4. Employer

Employers are set-up during the **Apprenticeship Program Registration** process. If multiple Employers exist in the program, the system will display a list of **Employer Sponsor Names** to select from:

1. Click the radio button next to the **Employers Sponsor Name** to associate Apprentices to **Employer**
2. Click the **Save Progress** button to save your work and continue (the system will assign an Apprentice ID)
 - a. Or, click the **Next** button to save and continue

Modern Construction Builders - 2017-DC-68231

Summary Program Information Contact Information Occupation Information RTI Information Apprentices (0) Reports Documents Compliance User Accounts Update Program

Register Apprentice

DC2017001198 OMB# 1205-0223 Expires: 1/31/2020 [View Description]

Dates

* Date Apprenticeship Begins: 06/17/2017 Valid dates: 5/3/2017 - 7/1/2017

Apprentice Details

* First Name: Stacey * Last Name: Peoples
 Middle Name: Test Suffix: --Choose a suffix--
 Social Security Number: ***** * Date of Birth: 06/17/2000
 SSN Not Provided: ☐ * Gender: ☐ Male ☒ Female
 * Employment Status: ☒ New Employee ☐ Existing Employee

Contact Information

* Address: 234 Park Place SE * City: Washington
 * State: District of Columbia * Zip Code: 20193
 Telephone: (703) 756-2510 Email: peoples@test.com

Employer Information

Select an employer to associate with this apprentice

Employer Sponsor Name	Address	NAICS	EIN	Employer Acceptance Agreement
<input checked="" type="checkbox"/> Families Helping Families	30398 Way Place NE Washington, DC, 20998	541612		
<input type="checkbox"/> Helping Families	3928 DC Ave. NW Washington, DC, 20001			

Apprentice DC2017001198 saved successfully. [Hide]

QUIT SAVE PROGRESS NEXT

Figure 9: Register Apprentice

4.5. Demographics

Complete the following * required sections for **Demographics**:

1. * Hispanic/Latino Ethnicity
2. * Veteran Status
3. * Disability
4. * Race
5. * Education Level

➤ **Note:** The system will allow for multiples selections under the **Race** category

4.6. Career Connection

Select one (1) of the **Career Connection** options:

1. None
2. Pre-Apprenticeship
3. Technical Training School
4. Military Veteran
5. Job Corps
6. Youth Build
7. HUD/Step-up
8. Career Center Referral
9. School-to-Registered Apprenticeship

DC2017001198 - Peoples, Stacey

Summary History **Related Actions**

Register Apprentice
DC2017001198

OMB# 1205-0223
Expires: 1/31/2020
[\[-\] View Description](#)

Apprentice Information Demographics **Occupation Details** Wage Submit

Demographics

* **Hispanic/Latino Ethnicity**
☐ 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

* **Disability**
☐ Yes
☒ No
☐ Participant 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 Helms 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.

QUIT **PREVIOUS** **SAVE PROGRESS** **NEXT**

Figure 10: Demographics & Career Connection

4.7. Occupation Details

Occupations are set-up during the **Apprenticeship Program Registration** process. If more than one (1) Occupation exists, the system will display a list of Occupations:

1. Use the dropdown arrow to select the required * Occupation from the list
2. The system will display the **Related Training Instruction Providers** and **Previous Experience** sections

DC2017001198 - Peoples, Stacey

Summary History **Related Actions**

Register Apprentice
DC2017001198

OMB# 1205-0223
Expires: 1/31/2020
[\[-\] View Description](#)

Apprentice Information Demographics **Occupation Details** Wage Submit

Occupation Details

* **Occupation** Choose an Occupation --

QUIT **PREVIOUS** **SAVE PROGRESS** **NEXT**

Figure 11: Occupation Details

4.8. Related Training Instruction Provider (RTI)

Related Training Instruction Providers (RTI) are set-up during the **Apprenticeship Program Registration** process. If more than one (1) RTI exists for the program:

1. Click on the dropdown arrow to select the required * RTI Provider to associate Apprentices
➤ **Note:** The system will pre-populate the following fields:
 - a. Term Length of Instruction
 - b. Are Wages Paid During RTI?
 - c. Probationary Period
 - d. RTI Length Type
 - e. Hours Instruction Provided?
 - f. Term Length

4.9. Previous Experience

1. Enter the number of hours the Apprentice had for the required * **Credit for Previous Experience**
 - a. Enter 0 if no prior Credit for Previous Experience
2. Enter the number of hours for **Credit for Previous RTI**
 - a. Enter 0 if no prior Credit for Previous RTI➤ **Note:** The system will pre-populate the following fields:
 - a. Date Apprenticeship Begin
 - b. Applicable Term Length
 - c. Expected Completion Date

The screenshot shows the 'Register Apprentice' form for DC2017001198 - Peoples, Stacey. The 'Occupation Details' tab is active. The form includes the following fields and sections:

- Occupation:** APPRENTICESHIP REPRESENTATIVE (2032) Hybrid V1
- * Related Training Instruction Provider:** Training Apprenticeship Rep Service
- Total Length of Instruction:** 144 Hours
- Are Wages Paid During RTI?:** Yes
- Probationary Period:** 1500 Hours
- RTI Length Type:** Annually
- Hours Instruction Provided?:** During Work Hours
- Term Length:** 4000 Hours
- Previous Experience:** * Credit for Previous Experience: 0
- Credit for Previous RTI:** 0
- Date Apprenticeship Begins:** Jun 17, 2017
- Applicable Term Length:** 4000 Hours
- Expected Completion Date:** Jun 14, 2019

Buttons at the bottom: QUIT, PREVIOUS, SAVE PROGRESS, NEXT.

Figure 12: RTI & Previous Experience

4.10.Wage

Complete the * required fields for **Wage**:

1. Enter the * required dollar amount for **Prior Wages**
 - **Note:** Prior Wages are wages paid to an Apprentice prior to registering in the apprenticeship program
 - a. Enter 0 if no prior Wage
 - b. The system will disable the **Prior Wage Unit** field
2. Enter the * required dollar amount for **Entry Wages**
 - a. Entry wages must be at least Federal minimum Wage, unless the worker is in an inmate training program
 - b. **Entry Wage** cannot be more than the **Start Wage**
3. Select one (1) of the required * **Entry Wage Units** options:
 - a. Hourly
 - b. Weekly
 - c. Monthly
 - d. Quarterly
 - e. Annually
4. Click the **Save Progress** or the **Next** button

4.11. Wage Schedules

Wage Schedules are also set-up during the **Apprenticeship Program Registration** process. If multiple Wage Schedules exist for the Program, select one (1) from the list of available Wage Schedules

1. Click the option box next to the **Wage Schedule Name**; the system will display the Occupation Levels
2. Click the **Save Progress** or the **Next** button

DC2017001198 - Peoples, Stacey

Summary History Related Actions

Register Apprentice

DC2017001198

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

Apprentice Information Demographics Occupation Details **Wage** Submit

Wage

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

* Entry Wages
Journeyworker Wages (Hourly) \$33.00

* Prior Wages Unit Hourly

* Entry Wage Units Hourly

Wage Schedules
Select one wage schedule for the apprentice.

Wage Schedule Name	Wages	Description
<input checked="" type="checkbox"/> Apprenticeship Rep	Start Wage: \$24.00 End Wage: \$33.00	Representative

Apprenticeship Rep Levels

Period	Duration (Hours)	Wage (Hourly)	Description
1st	4000	\$24.00	Apprentice
End Wage	4000 Hours	\$33.00	

QUIT PREVIOUS SAVE PROGRESS NEXT

Figure 13: Wage & Wage Schedules

4.12. Review Apprentice

1. To ensure Apprentice data is accurate and complete, review all **Register Apprentice** sections
2. Click on the **Save & Registration Request** button

DC2017001198 - Peoples, Stacey

Summary History **Related Actions**

Register Apprentice
AQ2017005992

Outbox: 1/20/2023
Expires: 1/21/2023
[+] View Description

Occupation Information

Occupation: STRUCTURAL STEEL WORKER (Alternate Titles: Ironworker or Structural Ironworker)
Date Apprenticeship Begins: Jun 14, 2019

Apprentice Details

First Name: June
Last Name: Leah
Middle Name: A
Suffix:
Social Security Number: Not Provided
Date of Birth: Sep 27, 2000
Gender: Male
Employment Status: New Employee

Contact Information

Address: 1234 Main Place
State: DC
City: Washington
Zip Code: 20516
Telephone: (202) 456-0000
Email: smoth@stacy.com

Employer Information

Employer Name: RAHDS 2.0 Employer - Legacy Program
Street Address: 123 Main Way
City: Washington
State: DC
Zip: 20001
NAICS Code: 332111 Iron and Steel Forging

Demographics

Hispanic/Latino Ethnicity: Hispanic
Veteran Status: Non-Veteran
Disability: No
Career Connection: None
Race: Native Hawaiian or Other Pacific Islander
Education Level: GED

Occupation Details

Related Training Instruction Provider: RICH INDUSTRIES LTD. 399 JATC
Total Length of Instruction: 612 Hours
Are Wages Paid During RTI?: No
RTI Length Type: Total
Hours Instruction Provided?: During Work Hours
Probationary Period: 1000 Hours
Term Length: 6000 Hours

Previous Experience

Credit for Previous Experience: 0
Credit for Previous RTI: 0

Wage

Prior Wages: \$0.00 Hourly
Entry Wages: \$33.00 Hourly
Journeyworker Wages (Hourly): \$45.00

Wage Schedules

Select the wage schedule for the apprentice.

Wage Schedule Name	Wages	Description
STRUCTURAL STEEL WORKER (Alternate Titles: Ironworker or Structural Ironworker)	Start Wage: \$22.50 End Wage: \$45.00	

Selected Wage Schedule

STRUCTURAL STEEL WORKER (Alternate Titles: Ironworker or Structural Ironworker) Levels

Period	% of Journeyworker Wage	Duration (Hours)	Wage (Hourly)	Description
1st	60%	2000	\$27.00	
2nd	75%	2000	\$33.75	
3rd	85%	2000	\$36.25	
End Wage	100%	6000	\$45.00	

Buttons: QUIT, PREVIOUS, SAVE PROGRESS, **SAVE & COMPLETE REGISTRATION REQUEST**

Figure 14: Review Apprentice

4.13. Apprentice Registration Request Confirmation

1. The system will display an Confirmation message and the **Apprentice 12 digits RAPIDS 2.0 ID**
 - a. (Example: DC2017001198)
2. Click on the View Apprentice to view the Apprentice details

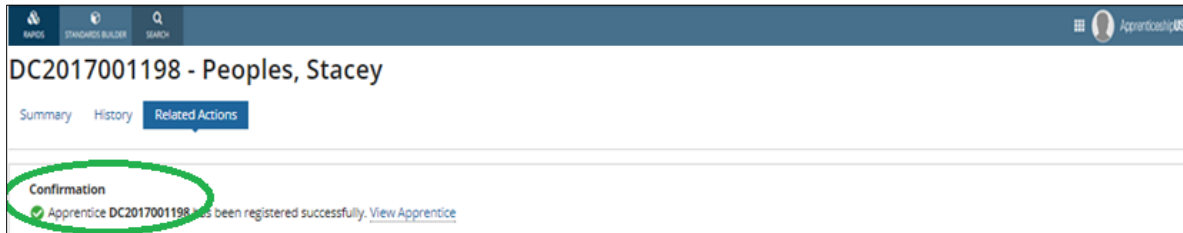


Figure 15: Confirmation & View Apprentice

4.14. Pending Registration Approval

The newly submitted Apprentice is now in a **Pending** status until the ATR approve the Apprentice

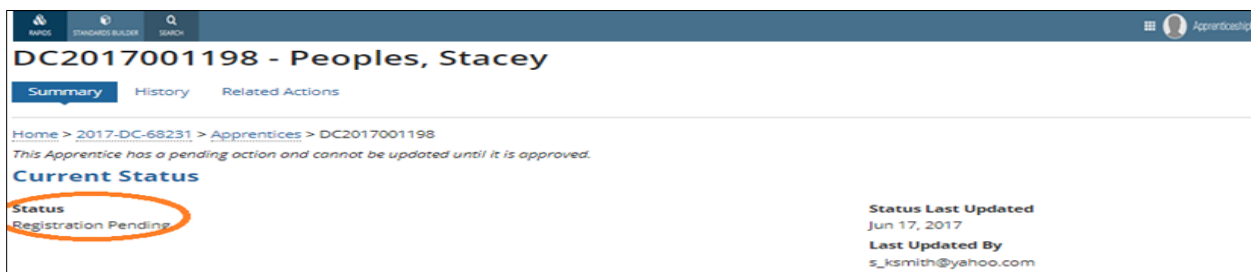


Figure 16: Registration Pending

4.15. Approved Apprentices

Approved Apprentices can be found under the **New Apprentices FY to Date** on the Program Summary page



Figure 17: New Apprentices FY to Date

5. Apprenticeship Agreement (671)

1. Click on **Active Apprentices** link from the Program Summary page, the system will display the Apprenticeship Information
2. Click on the **Apprentice Number**, the system will display the **Apprentice Summary** page

Modern Construction Builders - 2017-DC-68231

Summary Program Information Contact Information Occupation Information RTI Information Apprentices (1) Davis-Bacon Certification Reports Documents Compliance

Apprenticeship Information

Search: Type to search on Apprentice Data

Search on Apprentice Name, State, Status, and Occupation

Apprentice Type: ☐ All ☒ Active ☐ New FY to Date ☐ Cancelled FY to Date ☐ Completed FY to Date ☐ Suspended ☐ Incomplete ☐ Pending ☐ Overdue ☐ Denied

Choose the type of Apprentice

COMPLETE CANCEL TRANSFER RE-INSTATE SUSPEND

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 Registered	Expected Completion Date	Completed Date	History
<input type="checkbox"/>	DC2017001198	Peoples, Stacey	APPRENTICESHIP REPRESENTATIVE (2032)	Registered	6/17/2017	5/17/2019		View History

Figure 18: Apprentice Information (671)

3. Click on the Apprenticeship Agreement (671) link, the system will download a **Current Apprentice 671 Form**

DC2017001198 - Peoples, Stacey

UPDATE APPRENTICE CANCEL APPRENTICE COMPLETE APPRENTICE

Summary History Apprenticeship Agreement (671) Davis-Bacon Related Actions

Home > 2017-DC-68231 > Apprentices > DC2017001198

Current Status

Status: Registered

Status Last Updated: Jun 17, 2017

Last Updated By: oa.admin

Program

Sponsor: Modern Construction Builders - 2017-DC-68231

Sponsor Program Number: 2017-DC-68231

Important Dates

Registration Date: Jun 17, 2017

Date Apprenticeship Begins: Jun 17, 2017

Expected Completion Date: May 17, 2019

Apprentice Details

Figure 19: View Apprenticeship Agreement (671)

4. Click on the **Apprentice 671** link (this will download a PDF version of the Apprentice record)
5. Click the **View Previous 671 Forms** (to View any previous 671 Forms that was Generated)
6. Click the **Generate 671** (the Generate 671 button will capture any updates to the Apprentice record)

DC2017001198 - Peoples, Stacey

Summary History Apprenticeship Agreement (671) Davis-Bacon Related Actions

Select 671

Download Current Apprentice 671 Form

Apprentice 671

VIEW PREVIOUS 671 FORMS

GENERATE 671

Figure 20: Download Current Apprentice (671) Form

- Click on the **Apprentices 671** link, the system will download a **PDF version** of the Apprenticeship Agreement 671 Form

DC2017001198 - Peoples, Stacey

Summary History **Apprenticeship Agreement (671)** Davis-Bacon Related Actions

Select 671

Apprentice 671 Forms

Version	Download	Date Created
1	Apprentice 671	6/17/2017 1:35 PM EDT

VIEW CURRENT 671 FORM GENERATE 671

Figure 21: Apprentice (671)

Program Registration and Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration

OMB No. 1205-0223 Expires: 1/31/2020

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

APPRENTICE REGISTRATION - SECTION II

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address
Peoples, Stacey, Test
234 Park Place SE
Washington, DC, 20193

2. Date of Birth (Mo., Day, Yr.)
6/17/2000

3. Sex (Mark one)
Female

4. a. Ethnic Group
Non-Hispanic
b. Race
Native Hawaiian or Other Pacific Islander

5. Veteran Status
Non Veteran

6. Education Level
High School or Greater

7a. Employment Status New Employee
7b. Career Connection (Instructions on reverse) None

8. Signature of Apprentice Date

9. Signature of Parent/Guardian (if minor) Date

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No. 2017-DC-68231
Sponsor Name and Address (No. Street, City, County, State, Zip Code)
Modern Construction Builders
3847 Harrison Road
Washington, DC, 29001

2a. Occupation (The work processes listed in the standards are part of this agreement).
APPRENTICESHIP REPRESENTATIVE

2b. Occupation Code: 2032
2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c.

3. Occupation Training Approach Hybrid
4. Term (Hrs.) 4000
5. Probationary Period (Hrs.) 1500

6. Credit for Previous Experience (Hrs.) 0
7. Term Remaining (Hrs.) 4000
8. Date Apprenticeship Begins 6/17/2017

9a. Related Instruction
144 hours (Annually)
9b. Apprentice Wages for Related Instruction
Yes
9c. Related Training Instruction Source
Training Apprenticeship Rep Service

10. Wages: (Instructions on reverse) 10a. Pre-Apprenticeship Hourly Wage \$0.00
10b. Apprentice's Entry Hourly \$25.90
10c. Journeyworker's Hourly Wage \$33.00

	Period 1	2	3	4	5	6	7	8	9	10
10d. Term 4000 Hours	4000	4000 Hours								
10e. Wage Rate Percent										
Hourly	\$24.00	\$33.00								

11. Signature of Sponsor's Representative(s) Date Signed

12. Signature of Sponsor's Representative(s) Date Signed

13. Name and Address of Sponsor Designee to Receive Complaints (if applicable)
Ronnie Holly
33826 Penn Ave SE
Washington, DC, 20018
stacey@test.com

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address
Sandra Test-Smith

2. Signature (Registration Agency)
Sandra Test-Smith

3. Date Registered
6/17/2017

4. Apprentice Identification Number (Definition on reverse): DC2017001198

Page 1 of 3

ETA 671 - Section II (November 2014)

Figure 22: Sample Apprenticeship Agreement (671) Form

6. Complete Apprentice

1. Click on the **Active Apprentices** link from your Program Dashboard, the system will display a list of Apprentice in this program

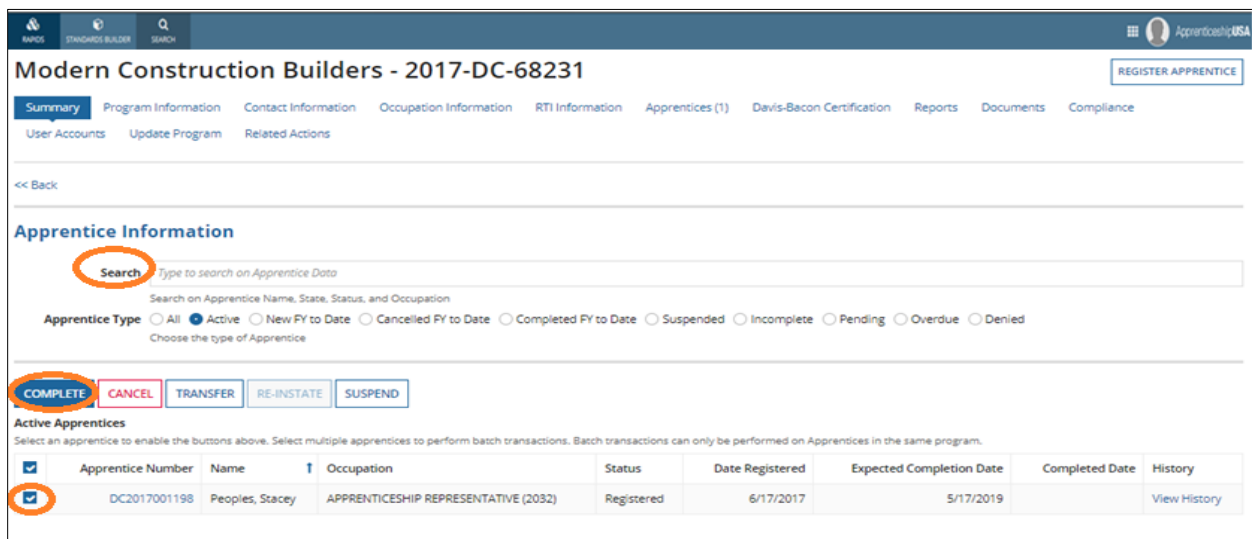


Apprentice Type	Count
Incomplete Apprentices	0
Denied Apprentices	0
Active Apprentices	47
New Apprentices FY to Date	1
Completed Apprentices FY to Date	131
Cancelled Apprentices FY to Date	0
Suspended Apprentices	5
Pending Apprentices	2
Overdue Apprentices	8

Figure 23: Complete Apprentice

6.1. Select Apprentices to Complete

1. To Complete multiple Apprentices at one time, click the check box next to the **Apprentice Number**, the system will enable the **Complete** button
2. To Complete Apprentice displayed, click the **Apprentice Number** check box
3. To Search for Apprentice, type in the Apprentice data (Name, State, Status or Occupation) in the **Search** box



Apprentice Information

Search: Type to search on Apprentice Data

Search on Apprentice Name, State, Status, and Occupation

Apprentice Type: ☐ All ☒ Active ☐ New FY to Date ☐ Cancelled FY to Date ☐ Completed FY to Date ☐ Suspended ☐ Incomplete ☐ Pending ☐ Overdue ☐ Denied

Choose the type of Apprentice

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

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 checked="" type="checkbox"/>	Apprentice Number	Name	Occupation	Status	Date Registered	Expected Completion Date	Completed Date	History
<input checked="" type="checkbox"/>	DC2017001198	Peoples, Stacey	APPRENTICESHIP REPRESENTATIVE (2032)	Registered	6/17/2017	5/17/2019		View History

Figure 24: Complete Apprentices

4. Enter **Completion Wage** (Completion Wage must be greater than Start Wage)
5. Click the **Save & Submit Completion** button
6. The system will display **Apprentices Completed Successfully** message and return you back to the Apprentice Information page
7. The Apprentice Status will change to **Completion Pending** (pending approval by the ATR)

Modern Construction Builders - 2017-DC-68231

Summary Program Information Contact Information Occupation Information RTI Information Apprentices (1) Davis-Bacon Certification Reports Documents Compliance

User Accounts Update Program Related Actions

Back

Apprentice Information

Complete Apprentices

Apprentices

Number	Name	Occupation	Expected Completion Date	Completion Wage	Completion Date
		STRUCTURAL STEEL WORKER (Alternate Titles: Ironworker or Structural Ironworker) (0669)	9/11/2015	\$31.00	05/16/2017

QUIT

SAVE & SUBMIT COMPLETION

Figure 25: Save & Submit Completion

➤ Apprentice Completed Successfully confirmation

Apprentices Completed Successfully (Hide)

Apprentice Information

Search

Search on Apprentice Name, State, Status, and Occupation

Apprentice Type ☐ All ☒ Active ☐ New FY to Date ☐ Cancelled FY to Date ☐ Completed FY to Date ☐ Suspended ☐ Incomplete ☐ Pending ☐ Overdue ☐ Denied

Choose the type of Apprentice

Figure 26: Apprentices Completed Successfully

7. Davis-Bacon Certification

- 1. Click on the **Davis-Bacon** link in the Apprentice Summary page, the system will display the **Davis Bacon Certification** page

The screenshot shows the 'Davis-Bacon' tab selected in the top navigation bar. The page displays the following information:

Section	Details
Status	Registered
Program	Sponsor: Modern Construction Builders - 2017-DC-68231
Important Dates	Registration Date: Jun 17, 2017 Date Apprenticeship Began: Jun 17, 2017
Apprentice Details	First Name: Stacey, Middle Name: Test, Last Name: Peoples, Suffix:
Status Last Updated	Jun 17, 2017
Last Updated By	oa.admin
Sponsor Program Number	2017-DC-68231
Expected Completion Date	May 17, 2019

Figure 27: Davis-Bacon

- 2. Enter the * required fields for **Recipient**
- 3. Click the **Save** button, the system will display the **Davis-Bacon Certification Documents** page

The screenshot shows the 'Davis-Bacon Certification' form with the 'Recipient' section highlighted. The form includes the following fields:

- * Recipient Name
- * Address
- * City
- * State (dropdown menu)
- * Zip Code

Buttons: CANCEL, SAVE

Figure 28: Recipient

- 4. Click the **Request a New Davis-Bacon Certification** button

The screenshot shows the 'Davis-Bacon Certification Documents' page. A button labeled 'REQUEST A NEW DAVIS-BACON CERTIFICATION' is highlighted in the bottom right corner.

Figure 29: Request a New Davis-Bacon Certification

5. Click the **Generate** link to generate a copy of the Apprentice record in its current state
6. Click the **Download** link to view the **Davis-Bacon Certification**, the system will download the Apprentice data in a PDF file:
 - a. Ensure your system allows for downloads to your computer, Click the **Renew** link to renew a previous Davis-Bacon Certification
7. Repeat steps as needed

DC2017001198 - Peoples, Stacey

UPDATE APPRENTICE CANCEL APPRENTICE COMPLETE APPRENTICE

Summary History Apprenticeship Agreement (671) Davis-Bacon Related Actions

Davis Bacon Certification

Certification Documents

Certification Documents

Download your Davis-Bacon Certification documents below. Use the 'Renew' link to renew a previous Davis-Bacon Certification.

Document	Recipient Name	Recipient Address	Requested Date	Expiration Date	Renew
Download	Test recipient	testtest, CT, 32322	6/8/2017 11:50 AM EDT	10/12/2017	Renew

REQUEST A NEW DAVIS-BACON CERTIFICATION

Figure 30: Download Davis Bacon Certification


**U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP
APPRENTICESHIP CERTIFICATION**

Test recipient
test
test , CT 32322

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of Program Number 2017-NJ-580:

Wayne R. Stover, Master Plumber
456 Colonial Road
Bellmawr , NJ 08099

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
		Register apprentice	PLUMBER	6/8/2017		

 **Certified by the U.S. Department of Labor**
Date Issued: 6/8/2017

****VOID 90 DAYS FROM ISSUE DATE****

Figure 31: Sample Davis-Bacon Certification

8. Cancel Apprentice

To Cancel an Apprentice:

1. Click on the **Active Apprentices** link

Modern Construction Builders - 2017-DC-68231

Summary Program Information Contact Information Occupation Information RTI Information Apprentices (47) Davis-Bacon Certification Reports Documents Compliance

User Accounts Update Program Related Actions

Apprentice Statistics

Apprentice Type	Count
Incomplete Apprentices	0
Denied Apprentices	0
Active Apprentices	47
New Apprentices FY to Date	1
Completed Apprentices FY to Date	131
Cancelled Apprentices FY to Date	0
Suspended Apprentices	5
Pending Apprentices	2
Overdue Apprentices	8

2. Click the check box next to the **Apprentice Number**, the system will enable the **Cancel** button
3. Click on the **Cancel** button, the system will display the Cancel Apprentice page

Modern Construction Builders - 2017-DC-68231

Summary Program Information Contact Information Occupation Information RTI Information Apprentices (1) Davis-Bacon Certification Reports Documents Compliance

User Accounts Update Program Related Actions

<< Back

Apprentice Information

Search

Search on Apprentice Name, State, Status, and Occupation

Apprentice Type ☐ All ☒ Active ☐ New FY to Date ☐ Cancelled FY to Date ☐ Completed FY to Date ☐ Suspended ☐ Incomplete ☐ Pending ☐ Overdue ☐ Denied

Choose the type of Apprentice

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

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 checked="" type="checkbox"/>	Apprentice Number	Name	Occupation	Status	Date Registered	Expected Completion Date	Completed Date	History
<input checked="" type="checkbox"/>	DC2017001198	Peoples, Stacey	APPRENTICESHIP REPRESENTATIVE (2032)	Registered	6/17/2017	5/17/2019		View History

4. Complete the following required * Apprentice data to **Cancel Apprentice**
 - a. Exit Wage
 - b. Reason
 - c. Cancellation Date
 - d. Cancellation in Probation Period
 - e. Appeal Rights Explained
 - f. Requested By
 - i. Sponsor
 - ii. Apprentice
5. Click the **Submit Cancellation** button

Modern Construction Builders - 2017-DC-68231 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information **Apprentices (1)** Davis-Bacon Certification Reports Documents Compliance

User Accounts Update Program Related Actions

Apprentice Information

Cancel Apprentices

Apprentices

Apprentice	Exit Wage	Reason	Cancellation Date	Cancelled in Probation Period	Appeal Rights Explained	Requested By
DC2017001198 - Stacey Peoples APPRENTICESHIP REPRESENTATIVE (2032)	\$25.00	Lack of work	06/18/2017	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Sponsor <input checked="" type="radio"/> Apprentice

QUIT SUBMIT CANCELLATION

Figure 32: Submit Cancellation

- The system will display Apprentice Cancelled Successfully confirmation message

Modern Construction Builders - 2017-DC-68231 REGISTER APPRENTICE

Summary Program Information Contact Information Occupation Information RTI Information **Apprentices (1)** Davis-Bacon Certification Reports Documents Compliance

User Accounts Update Program Related Actions

✓ Apprentices Cancelled Successfully [Hide]

Apprentice Information

Search Type to search on Apprentice Data

Search on Apprentice Name, State, Status, and Occupation

Apprentice Type ☐ All ☒ Active ☐ Cancelled ☐ Completed ☐ Suspended ☐ Incomplete ☐ Pending ☐ Overdue

Choose the type of Apprentice

COMPLETE CANCEL TRANSFER RE-INSTATE SUSPEND

No Apprentices

Figure 33: Apprentice Cancelled successfully confirmation

9. User Accounts

9.1. Add New User Accounts

To grant Users an Account to your Programs:

1. Click the **User Accounts** link from the **Program Summary** page, the system will display the Add User page



Figure 34: New User Accounts

2. Click on the **Add New User Account** button, the system will display the **Add User** page

User Accounts

Account Setup
Add and Remove Users to your program here.

REMOVE FROM PROGRAM

ADD NEW USER ACCOUNT

List of Users Accounts

<input type="checkbox"/> Username	Name	Status
<input type="checkbox"/> smith.sandra.k@dol.gov	Test-smith, Sandra	Active

Need Help?
Contact Apprenticeship.IThelp@dol.gov for help setting up user accounts.

3. Enter the * required fields for **Add User**
 - a. The system will search the entered email address to verify if the account exists. If so, the system will pre-populate the User First and Last name
4. Click the **Save** button

Modern Construction Builders - 2017-DC-68231

Summary Program Information Contact Information Occupation Information RTI Information Apprentices (1) Davis-Bacon Certification Reports Documents Compliance

User Accounts Update Program Related Actions

User Accounts

Account Setup
Add and Remove Users to your program here.

Add User

* Email

* First Name

* Last Name

The user **makemydayplease202@gmail.com** already exists.
Click the Save Button to add the user to this program.

Need Help?
Contact Apprenticeship.IThelp@dol.gov for help setting up user accounts.

Figure 35: Add User Accounts

5. The system will display a confirmation the user was added successfully

Modern Construction Builders - 2017-DC-68231

Summary Program Information Contact Information Occupation Information RTI Information Apprentices (1) Davis-Bacon Certification Reports Documents Compliance

User Accounts Update Program Related Actions

User Accounts

Account Setup
Add and Remove Users to your program here.

✓ User makemydayplease202@gmail.com has been added. [\[Hide\]](#)

List of Users Accounts

<input type="checkbox"/>	Username	Name	Status
<input type="checkbox"/>	makemydayplease202@gmail.com	Smith, Sandra	Active
<input type="checkbox"/>	smith.sandra.k@dol.gov	Test-smith, Sandra	Active

Need Help?
Contact Apprenticeship.IThelp@dol.gov for help setting up user accounts.

6. The system will send the User a system generated **Access Granted** email on your behalf
 - a. The system will also send the User their temporary sign in requirements via email

From: admin@dol.applancloud.com [mailto:admin@dol.applancloud.com] **On Behalf Of** smith.john@dol.gov
Sent: Wednesday, June 07, 2017 3:20 PM
To: Smith, Sandra K - ETA CTR
Subject: RAPIDS 2.0 Program NJ0000000000 Access Granted

Smith, Sandra

You have been added to program number **NJ0000000000** by **smith.john@dol.gov**.

You can access RAPIDS 2.0 at the following URL:

<https://dol.applancloud.com/suite>

Thank you

Figure 36: Access Granted to Program Sample Email

9.2. Remove Users from Program

To Remove User Accounts:

1. Click the check box next to the **Username**, the system will enable the **Remove From Program** button
2. Click the **Remove From Program** button

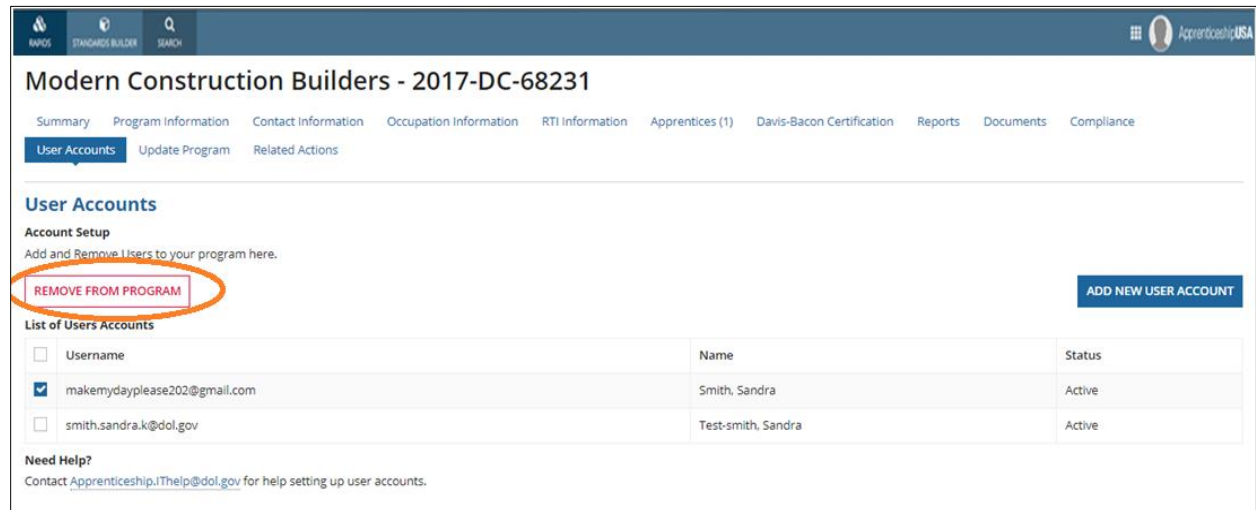


Figure 37: Remove Users from Program

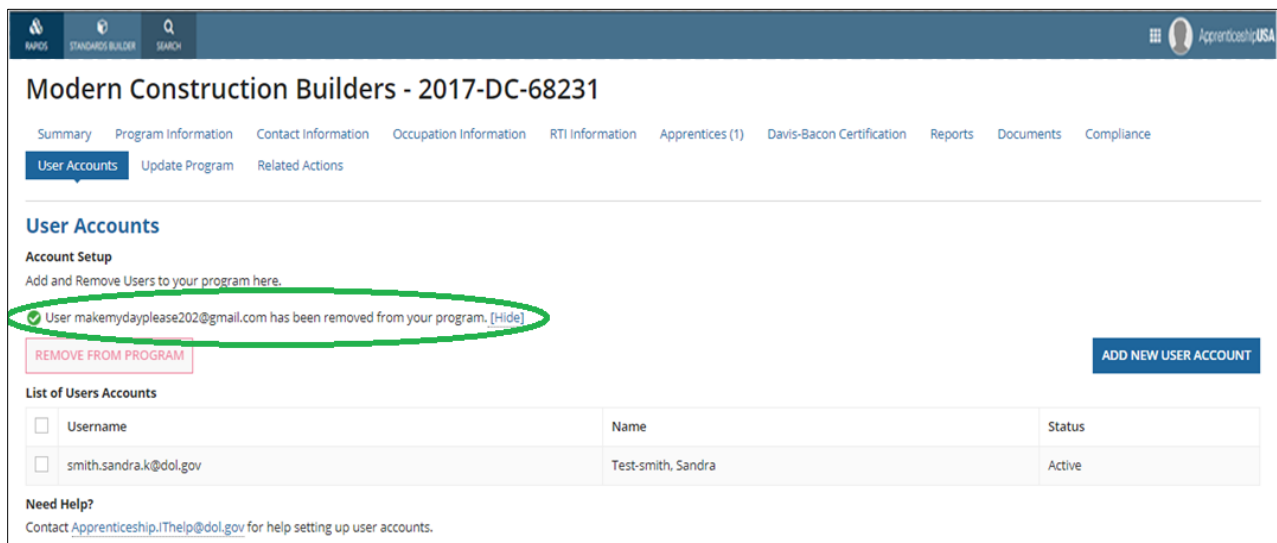


Figure 38: User Removed successfully from Program

10. Appendix A: Microsoft Internet Employer Browser Settings



ApprenticeshipUSA

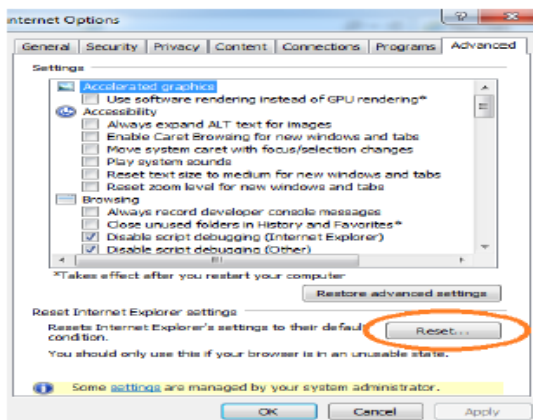
United States Department of Labor
Employment and Training Administration (ETA)

<https://dol.appiancloud.com/suite/sites/oa>

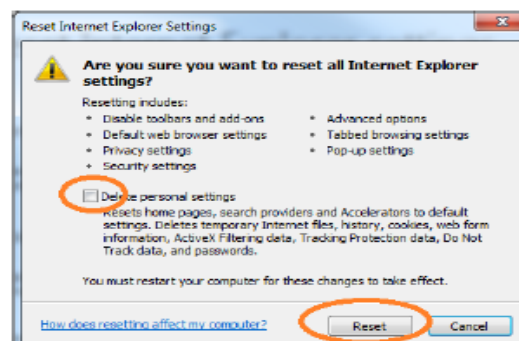
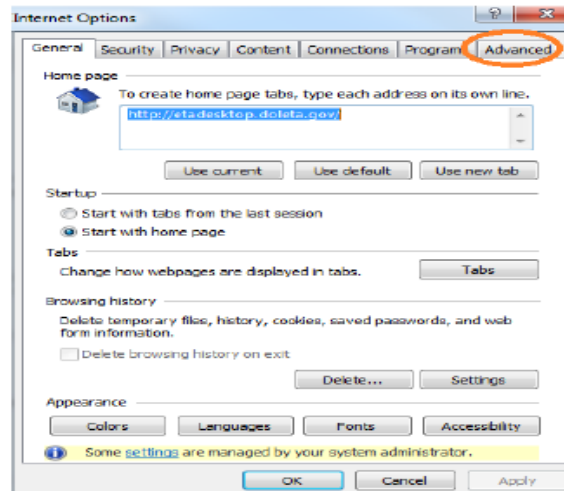
RAPIDS 2.0 Quick Reference Guide—Internet Explorer (IE) Display Settings

Change or reset Internet Explorer settings

- ◆ Step 1: Open Internet Explorer (IE)
- ◆ Step 2: Click on the Tools button
- ◆ Step 3: Select Internet options
- ◆ Step 4: Click the Advanced tab
- ◆ Step 5: Select Reset button



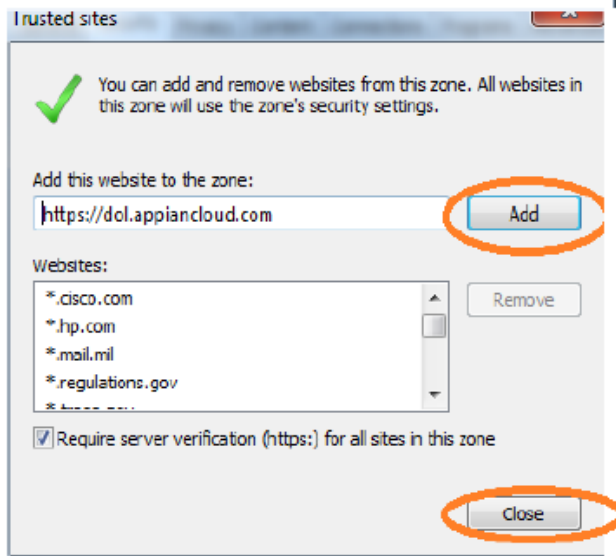
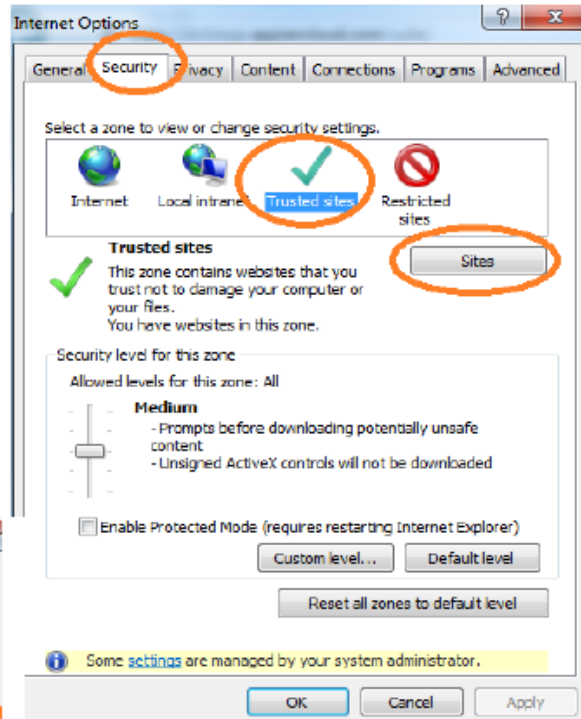
- ◆ Step 6: Check the Delete personal settings box and click the Reset button
- ◆ Step 7: When Internet Explorer finishes applying default settings, select Close, and then select OK
- ◆ Step 8: Restart your PC to apply changes



Appendix A: Microsoft Internet Explorer Browser Settings Continued

Add RAPIDS 2.0 <https://dol.appiancloud.com> to IE Trusted Site

- ◆ Step 9: Open Internet Explorer (IE)
- ◆ Step 10: Click on the Tools button 
- ◆ Step 11: Select Internet options
- ◆ Step 12: Click the Security tab 
- ◆ Step 13: In the Select a Web content zone to specify its current security settings box, click Trusted Sites, and then click Sites
- ◆ Step 14: Enter <https://dol.appiancloud.com/suite/sites/oa>
- ◆ is in the Add this website to the zone
- ◆ Step 15: Click the Add button to add site to Web-sites list
- ◆ Step 16: Click the Close button, then click OK



GETTING HELP

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

