

Apprenticeship Checklist



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

Participant Name: _____

The following must be completed ***before*** entering the Initial ITA Request service in Career Connect. All Documentation must be in customer file. This document ***must*** be uploaded to ISTS or the ITA Application will be denied.

Enter the numeracy and literacy scores.

Certify the participant for training (Adults and Dislocated Workers).

Create the Individual Employment Plan (IEP) / Individual Service Strategy (ISS).

Enter the Develop IEP/ISS service.

Assign a Career Coach to the WIOA application.

Case Note Requirements

- Training Exploration Form Results Case Note: This case note should document the 2 - 3 schools the customer visited and should include the school's name, person they spoke with and which school they chose and why.
- Training Justification Case Note: Participant must be suitable for the occupation chosen. List the participants current skills and what skills are needed for their training program.
 - Job readiness, career exploration testing, and assessment of the participant's aptitude and interests related to the selected training program should be case noted.
 - If the participant has an associate degree or above; passed the school entrance/placement exam dated within the last year for adult program clients and 6 months or less for youth programs, which is related to the program description in Illinois workNet; whether the Training Program does not require Math test or if the client is only going to participate in an OJT, Customized Training, or Work Experience should be case noted.

Please Note: Once participant begins their training enter code 315: Registered Apprenticeship Program (RAP). The 2nd ITA Policy also applies to Apprenticeships.

This form has been completed by _____ at _____ on _____

Career Coach Name

Agency Name

Date