



WIOA-Funded Apprenticeship Services Procedure

Overview

This procedure explains how to enter a **WIOA Title I funded** Apprenticeship Service in Career Connect. These instructions apply to the following service codes when funded by either an **ITA** or an **OJT**:

- Adult/Dislocate Workers:
 - 315-PARTNER PROGRAM REQUIRED: Registered Apprenticeship Program (RAP)
 - 332-PARTNER PROGRAM REQUIRED: Non-Registered Apprenticeship Program
- Youth:
 - 401-PARTNER PROGRAM REQUIRED: Registered Apprenticeship Program (RAP)
 - 458-PARTNER PROGRAM REQUIRED: Non-Registered Apprenticeship Program

Please note, for Apprenticeships funded sources other than WIOA Title I, do not use the above service codes. Instead use “PARTNER PROGRAM REQUIRED: Training Paid by Non-WIOA Title I Funds” (code 327 for Adult/DW, code 429 for Youth). Please see the WIOA Services Definitions documents available on the Help Desk for instructions on how to enter this service code (<https://workforceboard.zendesk.com/hc/en-us/articles/360050548012>).

Instructions

- 1) Assist the applicable WIOA participant and go to Staff Profile > Case Management Profile > Programs and click Create a WIOA service activity.
- 2) Complete the first section of the “General Information” section as normal.
- 3) In the “Enrollment” Section:
 - Select the “Grant” if the Apprenticeship is being funded through a special grant such as a National Dislocated Worker Grant (NDWG/1N) or Statewide Rapid Response Additional Funding (aka 1E). In the Apprenticeship is funded through WIOA formula funds, leave the Grant field as “None Selected”.

- Check the “Yes, service is WIOA or Non-WIOA Partner Program” box.

Enrollment Information

Grant:

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

* Service Activity Level:

* Activity Code:
[\[Select Activity Code \]](#)

Projected Begin Date: (mm/dd/yyyy) Today

Actual Begin Date: (mm/dd/yyyy) Today

* Projected End Date: (mm/dd/yyyy) Today

Any classes attended through [Distance Learning](#): Yes No

- 4) Once the box is checked, a “Select Partner” option displays.
- If the Apprenticeship is funded by an OJT, select one of the following:
 - Apprenticeship/Pre-Apprenticeship is Private OJT
 - Apprenticeship/Pre-Apprenticeship is Public OJT
 - If the Apprenticeship is not an OJT, select:
 - RAP ONLY-Apprenticeship is Skill Upgrade

Grant:

WIOA or Non-WIOA Partner Program: Yes, service is a WIOA or Non-WIOA Partner Program.

* **Select Partner:**

* Service Activity Level:

* Activity Code:

None Selected

None Selected

WIOA Title II-Adult Education & Family Literacy

WIOA Title III-Wagner-Peyser Employment Services

WIOA Title IV-Vocational Rehabilitation Services

Other Public Sector Training

Private Sector Training

Apprenticeship Expansion

Apprenticeship/Pre-Apprenticeship is Private OJT

Apprenticeship/Pre-Apprenticeship is Public OJT

RAP ONLY-Apprenticeship is Skill Upgrade

- 5) Pick the applicable "Service Activity Level" and the applicable service code:
 - "PARTNER PROGRAM REQUIRED-Registered Apprenticeship (RAP)" service (code 315 for Adult/DW; code 401 for Youth) or
 - "PARTNER PROGRAM REQUIRED-Non-Registered Apprenticeship Program (code 332 for Adult/DW; code 458 for Youth).

- 6) Enter the Actual Begin Date and Projected End Date.


- 7) If the Registered Apprenticeship is being funded through an ITA, set "Participant has been issued an ITA and the ITA will pay for this service" to "Yes". If the RAP is funded through an OJT, select "No".


* **Service Activity Level:**

* **Activity Code:**
[\[Select Activity Code \]](#)

* An actual begin date or a projected begin date is required.

Projected Begin Date: (mm/dd/yyyy)  [Today](#)

Actual Begin Date: (mm/dd/yyyy)  [Today](#)

* **Projected End Date:** (mm/dd/yyyy)  [Today](#)

Any classes attended through Distance Learning: Yes No

* **Participant has been issued an ITA and the ITA will pay for this service:**

- 8) In the “State Specific Information” section:
- State Fund: leave the default for WIOA formula funds; for special grants select the appropriate grant.
 - Bridge Program Activity: select yes or no as applicable
 - Green Related: select yes or no as applicable

State Specific Information

*** State Fund:**

20681007 - 1A, 1D, 1Y, 1DC Adult, DislocWkr, Youth ▼

Supports Bridge Program: Yes No

Bridge Program Activity: Yes No

Green Related: Yes No

- 9) Scroll down to the bottom of the screen and click “Next”.
- 10) On the “Provider” screen select the approved Registered Apprenticeship provider and program.
- 11) If the location does not auto-populate, pick the location. (Note that you may need to try different locations to get a Relationship Number. If the location of the actual Apprenticeship is different than the location with the Relationship Number, include that information in the case note.)
- 12) Select an ONET and NAICS code.
- 13) The Relationship number should autofill.

*** Provider:**

Openlands

Provider cannot be modified.

*** Service, Course or Contract:**

Arborist

Provider Service cannot be modified.

Provider Locations:

Openlands

25 East Washington Street, Suite
1650
Chicago, IL 60602

[\[Select Provider Locations \]](#)

Provider Contacts:

Lorna Bates

[\[Select Provider Contacts \]](#)

*** Occupational Training Code:**

45401100 - Forest and Conservation

[\[Occupational Training Code \]](#)

*** Industry Code and Description:**

11 - Agriculture, Forestry, Fishing & H

[\[Industry Code \(NAICS\) \]](#)

Relationship Number:

4100085

14) Click "Next". The system will display an alert at the top of the screen indicating that Worksite is required. Scroll down past the Provider information to add the worksite information. All fields with a red asterisk (*) are required.

Worksite Information

* Worksite Name:	<input type="text" value="Bimba Manufacturing"/>
* Address:	<input type="text" value="12345 S Halsted"/> <input type="text"/>
* City:	<input type="text" value="Chicago Heights"/>
* State:	<input type="text" value="Illinois"/>
* Zip Code:	<input type="text" value="60411"/>
* Contact Name:	<input type="text" value="Mr. Bimba"/>
* Phone Number:	<input type="text" value="708"/> - <input type="text" value="551"/> - <input type="text" value="2120"/> Ext <input type="text"/>
E-mail Address:	<input type="text"/>
Hourly Wage:	<input type="text" value="\$ 18.75"/> <small>Note: This field is for record-keeping purposes only. Program costs are derived from the service.</small>
* Weekly Hours:	<input type="text" value="25.0"/> <small>Example: 99.9</small>
Is this a green job?:	<input type="radio"/> Yes <input checked="" type="radio"/> No

15) Click "Next" to go to the Closure screen. Add and save a case note detailing the apprenticeship.

16) Click "Finish" to complete and save the service.