

# AJC – Registered Apprenticeship Desk Aid



Program ▾

WIOA (Workforce Innovation and Opportunity Act)

On the Case Details Screen, after entering the participant eligibility details, a Service & Training Plan (S&T) as well as Measurable Skills Gains must be completed.

Scroll down on the page to the List of Programs Section.

Under the Registered Apprenticeship Enrollment, Click the S&T Plan Button.



**Adding Registered Apprenticeship Adult Service & Training**

From the Registered Apprenticeship Service and Training Screen click the Add Service Button.



To add a new service or training, click **Add Service**.

To add a new completed service, click **Services Quick Entry**.

To generate a call-in notice to the job seeker, click **Call In**.

To view/edit details for existing services, click the desired **Service Type** below.

**Add Service**

## On the Add Service & Training Screen, enter the Following Information:

Provider Name and Address – Client name and address from the application form – **exactly**.

- Once you type the employer's name the first time, the next record should automatically suggest the name once you type the first letter.
- Address will require a copy and paste (just copy it from the application document and use either CTRL V or right click and "paste").
- Phone and Fax: use phone from application, skip fax.
- Service Type: Registered Apprenticeship

## Note: The screen capture is a continuation of the previous.

- Status: In progress (if you use proposed you will have 45 days to enter data or the case will automatically close).
- Occupation: Enter a keyword or O\*NET code for the occupation or click the hyperlink, [Search for O\\*NET Codes](#)
- CIP: Always use this code "32.0111"
- Credential or MSG: Yes
- Select result: Check MSG
- Answer the questions:
  - Is this part-time training?
  - Is this pre-layoff or pre-separation training
  - Is this training leading to an Associates degree?

• Training ID: Add Name of all the training courses

• Participant Group: skip

• Total Cost: if known

• Office: should auto populate based on your login.

• Staff Providing Service: Should auto populate

• Customer Satisfaction: if known

• Start time and End time: skip

• Hours Planned: skip

• Days: skip

## Note: The screen capture is a continuation of the previous.

## Scheduling

• Days: if known

• Est. Start Date and End Dates: Contract Start and End Dates.

• Actual Start.

• Actual End Date: skip

• Start and End Time: if known

• Hours Planned

## Add a Program Note

## Adding Measurable Skills Gains:

From the enrollment screen (shown previously) click on the "Measurable Skills Gains Tile". On the Measurable Skill Gains and Goals Screen, Click the "New Goal" button.

MSG's should be created for each training program noting that only one MSG can be open at a time.

