

U.S. Department of Labor

Employment and Training Administration
Office of Apprenticeship



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Performance Reporting Technical Assistance Aid

TOPIC: THIRD REVISION¹ – INTERPRETATION/APPLICATION OF REPORTABLE INDIVIDUALS ACROSS APPRENTICESHIP GRANTS

BACKGROUND

While reading this information, please consider that the concept of reportable individual² is used, as described below, for the purposes of administering Apprenticeship Grants³. Readers may be tempted to use the concept of reportable individual as it is used with the Workforce Innovation and Opportunity Act's (WIOA) title I (i.e., Adult, Dislocated Worker, and Youth) and title III (i.e., Wagner-Peyser Employment Services) grants. In WIOA programs, reportable individuals are defined as individuals who receive information-only services or activities, or who use self-service resources.

Allowable activities for Apprenticeship Grants include activities that develop new or expand existing Registered Apprenticeship Programs (RAPs),⁴ support quality pre-apprenticeship programs leading to RAPs, and other relevant grant-related activities, as detailed in each respective funding vehicle (i.e., Funding Opportunity Announcement (FOA) or Training Employment and Guidance Letter (TEGL)). In many cases, individuals who enroll in newly created or expanded programs do not receive a direct, grant-funded service, but they do benefit by enrolling in a program created with grant funds. Ultimately, this process increases the total number of new registered apprentices—which leads to expansion—one of the primary goals of apprenticeship grants. As you read this Technical Assistance Aid, be mindful that reportable individual is a concept adopted to solve one problem for WIOA grants and a slightly different reporting problem for Apprenticeship Grants.

In July 2020, the Employment and Training Administration's (ETA) Grant Officer transmitted a letter to all Apprenticeship State Expansion (ASE) grantees clarifying terms such as 'participant' and introducing the concept of 'other individuals impacted by the grant'. The letter stated, "Grantees may report as 'other individuals impacted by the grant', individuals who enrolled in a registered apprenticeship program developed with grant funds. Grantees may use results reported for both registered apprentice participants served by direct funded services reported in the Workforce Integrated Performance System (WIPS) and registered apprentice individuals who are reported as 'other individuals impacted' to meet minimum participant served goals identified in Training Employment Guidance Letter (TEGL) 17-18." At that time, ASE grantees (as well as all other Apprenticeship grantees) were not reporting using WIPS. Rather, grantees were reporting 'other individuals impacted by the grant' in the ASE Quarterly Narrative Report (QNR) under Section XI, Additional Information.

¹ This version of the Technical Assistance Aid on the Interpretation/Application of Reportable Individuals Across Apprenticeship Grants supersedes previous versions released in September and November 2021. Grantees should disregard previous versions.

² Grantees not familiar with this concept should read [Performance and Reporting Technical Assistance Aid, Type of Individuals](#), where 'reportable individual' was first introduced to Apprenticeship grantees.

³ Apprenticeship Grants, collectively, refers to grants funded and managed by the Employment and Training Administration's Office of Apprenticeship. As of the publication date of this TA Aid, these grants include ASE, SAE20, SAEI, ABA, and YARG.

⁴ For more information on how RAPs are expanded, please read the Performance and Reporting Technical Assistance Aid, [Expansion of Registered Apprenticeship Programs Using Office of Apprenticeship Grant Funds](#).

On November 25, 2020, the Department of Labor (DOL) published a 60-day Notice in the Federal Register seeking public comments on the information collection request (ICR) titled, “Workforce Innovation and Opportunity Act (WIOA) Performance Accountability, Information and Reporting System.” The apprenticeship data collection was included in this ICR, which received Office of Management and Budget (OMB) approval on June 7, 2021. In addition to reducing the number of required data elements from 131 to 101, the Office of Apprenticeship (OA) used this ICR to officially clarify the definition of ‘participant’ and to introduce the concept of ‘reportable individuals’ in lieu of ‘other individuals impacted by the grant’ for Apprenticeship Grants.

INTERPRETATION/APPLICATION OF REPORTABLE INDIVIDUALS ACROSS APPRENTICESHIP GRANTS

For the purposes of Apprenticeship Grants, a ‘reportable individual’ is 1) an individual that has been impacted by the development or expansion of a grant-funded registered apprenticeship program; AND 2) is enrolled in a RAP; and 3) is at least 16 years old. This individual is enrolled in a RAP that was developed or expanded with grant funds and is, therefore, impacted by the grant, but does not receive a direct, grant-funded participant-level service.

Like ‘other individuals impacted by the grant’, the Office of Apprenticeship introduced the concept of reportable individuals so that grantees would be able to officially account for individuals that enter a RAP created using apprenticeship grant funds, even if those individuals are never directly served with grant funds. This action not only allows grantees to report all their efforts, for the purposes of performance reporting, it also reduces the burden on grantees as they only need to report on four data elements⁵ for reportable individuals, instead of the total number of data elements needed for participants who receive direct, grant-funded services.

The term ‘reportable individual’ does not exactly align with ‘Total Participants Served’ or with ‘Total Participants who enroll in a Registered Apprenticeship’ because reportable individuals are not participants. However, grantees may include reportable individuals (i.e., those who are impacted by the grant but not provided a direct, grant-funded service) in enrollment counts across all Apprenticeship Grants.

The below table lists the required performance indicators for Apprenticeship Grants in accordance with the respective funding vehicle (i.e., TEGl or FOA), the page number the information is located, and how the concept of ‘reportable individual’ is applied to each of the required indicators. Although the language may differ slightly across Apprenticeship Grants, the table demonstrates that reportable individuals are considered only when determining counts of individuals entering/enrolling in a RAP who do not receive a direct grant-funded, participant-level service.

⁵ The four required data elements for reportable individuals are PIRL 100 (Unique Individual Identifier), PIRL 1007 (Date of Most Recent Reportable Individual Contact), PIRL 2914 (Apprenticeship Grant Program Status), and PIRL 2920 (Apprenticeship Grant Number).

APPLICATION OF REPORTABLE INDIVIDUALS – APPRENTICESHIP GRANTS

Indicators	Funding Vehicle	Application	QPR Application
ASE Grants (Apprenticeship State Expansion)			
Total participants served. Total number of all participants served (receiving a grant-funded service and/or grant-funded education/training) in a RAP.	TEGL 17-18, p. 30	Include participants and reportable individuals	A2 (Reportable Individuals) + F-2a (Registered Apprenticeship Program Status – Enrolled)
Total participants who are hired by an employer and enrolled in a RAP.		Include participants and reportable individuals	A2 (Reportable Individuals) + F-2a (Registered Apprenticeship Program Status – Enrolled)
Total participants who complete an apprenticeship education/training program.		Include participants only	F-1c (Pre-apprenticeship Status – Completed) + F-2c (Registered Apprenticeship Program Status – Completed)
Total participants who complete a RAP and receive a degree or other credential.		Include participants only	F-2c (Registered Apprenticeship Program Status – Completed)
Total number of participants identified as unemployed, long term unemployed, dislocated or incarcerated prior to enrollment who complete a RAP and maintain their employment status with a new employer.		Include participants only	Since this performance indicator is not a participant-level indicator, it is not reported in the PIRL, thus is not found in the QPR. Therefore, grantees should report this outcome in the QNR, under Section XI., Additional Information. Grantees will only report this outcome for any participants who identified as unemployed, long term unemployed, dislocated or incarcerated prior to enrollment, and who complete a RAP and maintain their employment status with a new employer.
YARG (Youth Apprenticeship Readiness Grants)			
Total participants served; this includes all individuals who receive a grant-funded service including both youth who enter pre-apprenticeship and Registered Apprenticeship.	FOA-ETA-20-06, p. 27	Include participants only	A1 (Total Participants)
Total participants who enroll in a RAP.		Include participants and reportable individuals	A2 (Reportable Individuals) + F-2a (Registered Apprenticeship Program Status – Enrolled)
Total participants who complete a RAP.		Include participants only	F-2c (Registered Apprenticeship Program Status – Completed)
Total participants who receive a degree or other type of credential during the period of performance.		Include participants only	D4 (Other Outcomes – Total Participants Who Received a Degree/Credential)
Total participants in post-exit training-related employment in the 2 nd quarter after exit.		Include participants only	D2 (Other Outcomes – Q2 Post-Exit Training-Related Employment)

SAE2020 Grants (State Apprenticeship <i>Expansion</i>) – Applies to Tier 2 grantees only			
Total participants Served (Total number of all participants served (receiving a grant-funded service) in the program. The measure "Increasing Diversity of RAP" is a subset of "Total participants served" collected as a percentage. The QPR does not collect this measure, as a percentage or otherwise. Please provide your data for "Total Participants Served.")	TEGL 15-19, p. 11	Include participants only	A1 (Total Participants)
Total participants who enter a RAP.		Include participants and reportable individuals	A2 (Reportable Individuals) + F-2a (Registered Apprenticeship Program Status – Enrolled)
Total Registered Apprentices who complete a RAP.		Include participants only	F-2c (Registered Apprenticeship Program Status – Completed)
Total participants who receive a degree or other type of credential during the period of participation (including RA Completion Certificates).		Include participants only	D4 (Other Outcomes – Total Participants Who Received a Degree/Credential)
SAEEI Grants (State Apprenticeship Expansion, Equity, and Innovation)			
Total participants served. Eligible participants are persons 16 years of age and older who are not enrolled in a RAP at the time of initial grant service.	FOA-ETA-21-07, p. 32	Include participants only	A1 (Total Participants)
Total participants served and who enroll in a RAP. Individuals who Newly Enroll in a RAP as a result of this Grant during the period of performance.		Include participants and reportable individuals	A2 (Reportable Individuals) + F-2a (Registered Apprenticeship Program Status – Enrolled)
Total participants who complete a RAP.		Include participants only	F-2c (Registered Apprenticeship Program Status – Completed)
Total participants who receive a Certificate of Completion of a RAP.		Include participants only	F-2c (Registered Apprenticeship Program Status – Completed)
Median earnings in the 2 nd quarter after exit.		Include participants only	C3 (Median Earnings (Q2))
Total participants retaining training-related employment in the 2 nd quarter after exit.		Include participants only	D2 (Q2 Post-Exit Training-Related Employment)
Total participants retaining training-related employment in the 4 th quarter after exit.		Include participants only	This indicator is not reported in the PIRL and is not found in the QPR. Therefore, grantees should report this outcome is reported in the QNR , under Section XI., Additional Information. Grantees should only report this outcome if any participant reach the 4 th quarter after exit during your grant period of performance