



JULY/AUGUST 2024



Apprenticeship Grants WIPS' Office Hours

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APPRENTICESHIPUSA™
★★★



Are You Attending the Right Office Hour Session?

Yes!

If you represent one of the following Office of Apprenticeship-Managed grant programs:

- State Apprenticeship Expansion, Equity, and Innovation (SAEEI) Grants
- Apprenticeship Building America (ABA) Grant
- State Apprenticeship Expansion Formula (SAEF)

No!

If you represent one of the following H-1B-Managed grant programs:

- Closing the Skills Gap (CSG)
- Scaling Apprenticeship

Agenda

- **About WIPS' Office Hours**
- **Announcements**
- **Reminders**
- **Reading the QPR**
- **Pre-Apprenticeship Reporting**
- **Reporting Technical Assistance**
- **Appendix I – WIPS' Tips**
- **Appendix II – Qs & As**
- **Appendix III – Performance and Reporting Resources**



About Office WIPS' Hours (for OA-Managed Grants)...

- **Registration Process is new! Tell us about your experience.**
- **Submitter/Certifiers should attend (The person/persons who build and/or upload your data files)**
- Ask your data upload questions
- Use this time to upload a small test data file
- Use this time to trouble-shoot file upload issues, data preparation issues, etc.
- Bring data element, WIPS, performance, and reporting issues to ETA's attention
- Ask other grantees/peers questions
- Frequency - 3 times after the end of the reporting quarter/before report due date
- ***This is your time to ask questions, run test files, etc. Please take advantage of this opportunity.***

Announcement – WIPS Moved to a New Internet Address

Due to new requirements, the URL for WIPS changed. Below are more details that **ALL WIPS USERS** should keep in mind.

- **What is the new URL?**

- Internal (DOL staff) → <https://entbpm.dol.gov/suite/sites/wips>.
- External (states and grantees) → <https://entbpm.dol.gov/suite/sites/wips?signin=login-gov>

- **When did this change occur?** April 13, 2024

- **Please make sure you create a login.gov account using the same email address you use in WIPS.** To access WIPS, log into your login.gov account and browse to WIPS.
- There is a form at the bottom of the login.gov/contact page if you need assistance.



Announcement – WIPS Reporting Updates

- Error with data elements PIRL 1300-1318 has been corrected
- Logic Rule E for PIRL 1300 has been updated:

Incorrect (old) Rule	Correct (new) Rule
IF Apprenticeship Grants Program Status (PIRL 2914) = 1, THEN Received Training (WIOA) (PIRL 1300) must = 1	IF Apprenticeship Program Status (PIRL 2907) = 1 or 3, THEN Received Training (WIOA) (PIRL 1300) must = 1

Announcement – WIPS Reporting Updates

On June 24, 2024, an Information Collection Request (ICR) concerning a proposed revision for the authority to conduct the ICR titled "Workforce Innovation and Opportunity Act (WIOA) Common Performance Reporting" was published for public comment in the [Federal Register](#), starting a 60-day comment period. Commenters are encouraged to review the proposed changes and provide comments and feedback before the close of the 60-day period. The changes include revisions to the apprenticeship data collection in the WIOA Statewide Performance Report Template and WIOA Local Performance Report Template (ETA-9169), the WIOA Joint Participant Individual Record Layout (PIRL) (ETA-9170), and the WIOA Eligible Training Provider (ETP) Performance Report Specifications and WIOA ETP Performance Report Definitions (ETA-9171).

Links to the documents with the proposed changes may be found at the bottom of [this page](#) (<https://www.dol.gov/agencies/eta/performance/public-comment-performance-icrs>, see OMB Control No. 1205-0526). Comments regarding the ICR may be submitted by mail or courier to the U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Research, 200 Constitution Ave. NW, Room N-5641, Washington, DC 20210; or by email to grode.kellen.m@dol.gov. Comments are due on or before August 23, 2024.

Announcement – DOL Awards More Apprenticeship Grants

State Apprenticeship Expansion Formula Grants (SAEF2)

- The U.S. Department of Labor announced the award of more than \$39 million in grants to 46 states and territories to increase the capacity of Registered Apprenticeship programs across key industries and provide workers with access to the new, good-paying jobs created under the Biden-Harris administration's Investing in America agenda.
- This investment will support the expansion of Registered Apprenticeship in industries such as K-12 education, transportation, clean energy, supply chain, hospitality, care economy and other public sector occupations.

Apprenticeship Building America Grants (ABA2)

- The Biden-Harris administration made the largest combined federal investment in Registered Apprenticeships as the Department of Labor awards more than \$244 million through two grant programs to help modernize, diversify and expand the Registered Apprenticeship system in growing U.S. industries.
- The program will help expand the use of Registered Apprenticeships across in-demand fields, such as K-12 education, clean energy, IT and cybersecurity, advanced manufacturing, supply chain, hospitality, care economy and public-sector occupations.

Reminders (1)

- All grantees should submit and **certify** the data/information uploaded for QPRs and QNRs into WIPS by **11:59pm EST on Thursday, August 15, 2024.**
- Grantees can begin uploading PIRL data files and QNR information into WIPS anytime after the last day of the reporting quarter. For example, grantees could have begun uploading data files on July 1, 2024, for the reporting period that ended June 30, 2024.
- However, you cannot upload your report for June 30, 2024, before the month of June has ended.

Reminders (2)

- Data files containing participant information of any kind should never be attached to the Quarterly Narrative Report (QNR).
- Are you reporting all credentials and measurable skill gains?
- Are you using the correct version of the Apprenticeship Reporting Resources Spreadsheet?
- Are you reporting ALL active participant each quarter?



Reminders: Obtaining WIPS Access (3)

- **Do not submit a Help Desk ticket to obtain WIPS' access.**
- Office of Apprenticeship is only able to grant WIPS' access when your grant's Authorized Representative (AR) submits a complete and signed WIPS' Designation Form.
- The WIPS'/AI Demographic Portal Designation Form is found here on [WorkforceGPS](#)
- Submit the form to your grant-specific mailbox and copy your federal project officer (FPO).
- **If there is no option on WIPS to upload your Quarterly Narrative Report, please submit a help desk ticket. This probably means that the QNR option needs to be added to your WIPS' profile.**

Reminders (4)

Make sure submitter/certifies are not uploading the .csv file/PIRL data in the QNR section of WIPS

- .csv files for the QPR should be uploaded in the File Upload section of WIPS.
- QNRs and corresponding attachments like the Indicator Table should be uploaded under the My Reports section of WIPS where it says, “Quarterly Narrative Reports”.

Reading/Interpreting the QPR (1)

OMB Control Number: 1205-0521
Expiration Date: 06/30/2024
Date of Report: 2/15/2024 10:29 AM EST
ETA-9173-APPSHP-Youth

PY 2023 Qtr 12/31/2023 Performance Report for Apprenticeship Youth

Time Period: (Choose Only One) ☒ Quarterly ☐ Rolling 4 Quarters ☐ Program-to-Date

Reporting Period Covered: 10/01/2023 - 12/31/2023 Certified in WIPS: 2/15/2024 2:52 PM EST

GRANT OVERVIEW

Grant Number: AP35085 Grantee Name: Careerwise Colorado

Performance Items		Total Current Period	Total Previous Period
A. SUMMARY INFORMATION			
1. Total Participants		579	456
2. Total Reportable Individuals		0	0
3. Total Exiters		0	0
B. PARTICIPANT SUMMARY INFORMATION			
Sex	1a Male	233	180
	1b Female	323	256
Ethnicity/Race	2a Hispanic/Latino	211	161
	2b American Indian or Alaskan Native	21	19
	2c Asian	74	49
	2d Black or African American	158	102
	2e Native Hawaiian or Other Pacific Islander	5	4
	2f White	185	179
	2g More Than One Race	107	83
Level	3a In Secondary School or Equivalency Program	541	418
	3b Secondary School Graduate or Equivalent	23	23
	3c Completed 1 or More Years of Postsecondary Education	3	1

In the *Time Period* section select the Quarterly “view”.

Problem: An Apprenticeship Grantee was facing issues with the following:

- Total Participants
- Total Exiters
- Demographic categories (i.e., sex, race, and ethnicity)

Reading/Interpreting the QPR (2)

Sections of the QPR are not aggregated in the same manner:

- Section A (Summary Information) counts Total Participants to include newly enrolled during the reporting quarter + participants who were enrolled in prior quarters AND who are still actively receiving services (carryover).
- Section A (Summary Information) counts Total Exiters to include participants who exited prior to the current reporting quarter.
- Section F2 (Registered Apprenticeship Program Status) counts apprentices who started or exited their RAPs **within the reporting period.**
- Section F3 (Type of Registered Apprenticeship Program Training Approach) of the QPR count **all** apprentices who are still in the program (i.e. those who were enrolled during previous reporting periods (carryover) and those who were enrolled during the current reporting period).

Data Elements Used for Pre-Apprentices (1)

Complete the Following PIRL Data Elements for Pre-apprentices				
OBS Number	PIRL 202	PIRL 300	PIRL 901	PIRL 2904
PIRL 100	PIRL 210	PIRL 400	PIRL 907	PIRL 2905
PIRL 101	PIRL 211	PIRL 402	PIRL 923	PIRL 2913
PIRL 102	PIRL 212	PIRL 407	PIRL 2700	PIRL 2914
PIRL 103	PIRL 213	PIRL 408	PIRL 2901	PIRL 2920
PIRL 200	PIRL 214	PIRL 409	PIRL 2902	
PIRL 201	PIRL 215	PIRL 900	PIRL 2903	

Data Elements Used for Pre-Apprentices (2)

These data elements apply to individuals who are a participant in a registered apprenticeship



NOTE: These data elements no longer apply the quarter after a pre-apprentice has transitioned to a registered apprenticeship:

- PIRL 2901
- PIRL 2902
- PIRL 2903
- PIRL 2904
- PIRL 2905

Data Element	Also Use for Pre-Apprenticeship
PIRL 2900	
PIRL 2907	
PIRL 2908	
PIRL 2909	
PIRL 2910	
PIRL 2911	
PIRL 2912	
PIRL 2913	
PIRL 2914	X
PIRL 2917	
PIRL 2918	
PIRL 2920	X

Data Elements Used for Pre-Apprentices (3)

Scenario	PIRL Data Elements
If the pre-apprentice is enrolled in a pre-apprenticeship	PIRL 900=MUST BE COMPLETED PIRL 2901=1 PIRL 2902= MUST BE COMPLETED PIRL 2903=MUST BE COMPLETED PIRL 2907=LEAVE BLANK PIRL 2914=1
If the pre-apprentice has cancelled or withdrawn from a pre-apprenticeship	PIRL 900=MUST BE COMPLETED PIRL 901=MUST BE COMPLETED PIRL 2901=2 PIRL 2902=MUST BE COMPLETED PIRL 2905=LEAVE BLANK PIRL 2907=LEAVE BLANK PIRL 2914=1
If the pre-apprentice has completed their pre-apprenticeship but has <u>NOT</u> transitioned into a registered apprenticeship yet	PIRL 900=MUST BE COMPLETED PIRL 901= LEAVE BLANK PIRL 2901=3 PIRL 2902=MUST BE COMPLETED PIRL 2905=MUST BE COMPLETED PIRL 2907=LEAVE BLANK PIRL 2914=1
If the pre-apprentice has completed their pre-apprenticeship <u>AND</u> transitioned into a registered apprenticeship	PIRL 900=MUST BE COMPLETED PIRL 901=LEAVE BLANK PIRL 2901=4 PIRL 2902=MUST BE COMPLETED PIRL 2905=MUST BE COMPLETED PIRL 2907=1 PIRL 2908=MUST BE COMPLETED PIRL 2914=1

Data Elements Used Apprenticeship Entry and Exit

Scenario	PIRL Data Elements
If the registered apprentice has cancelled or withdrawn from an apprenticeship	PIRL 900=MUST BE COMPLETED PIRL 901=MUST BE COMPLETED PIRL 2907=2 PIRL 2908=MUST BE COMPLETED PIRL 2914=1
If the registered apprentice has completed an apprenticeship	PIRL 900=MUST BE COMPLETED PIRL 901=MUST BE COMPLETED PIRL 2907=3 PIRL 2908=MUST BE COMPLETED PIRL 2914=1

PIRL 1600-1608

Question:

How do I complete post-exit data elements (PIRL 1600-1608)?

Answer:

For these data elements, please double check the accepted values for these elements.

For example, if the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “0”, then you must input “0” for 1601: Type of Employment Match 1st Quarter After Exit Quarter (WIOA).

If the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “9”, then you must input “5” for 1601: Type of Employment Match 1st Quarter After Exit Quarter (WIOA).

“0” represents “No” for data elements 1600, 1602, 1604, and 1606 and “Not employed” for data elements 1601, 1603, 1605, and 1607.

While “9” represents “Information not available yet” for data elements 1600, 1602, 1604, and “5” represents this for data elements 1601, 1603, 1605, and 1607.

Reportable Individuals

Question:

Will Reportable Individuals need to be reported through WIPS or via the narrative report?

Answer:

To include Reportable Individuals in overall service counts for registered apprentices, grantees will report the OBS number and four (4) data elements in their PIRL file:

- OBS Number
- PIRL 100 (Unique Individual Identifier)
- PIRL 1007 (Date of Most Recent Reportable Individual Contact)
- PIRL 2914 (Apprenticeship Grant Program Status)
- PIRL 2920 (Apprenticeship Grant Number)

Resources:

- [Performance Reporting TA– Interpretation/Application of Reportable Individuals Across Apprenticeship Grants](#)
- [Performance Reporting TA– Types of Individuals](#)

PIRL 2914

Question:

Why am I receiving a “No Program Flag” error in WIPS when I try to upload my file?

Answer:

This means that PIRL 2914 (Apprenticeship Grant Program Status) is not filled out in the file you're trying to upload. For example, if you're attempting to upload a .csv file and none of the rows have anything for data element 2914, then WIPS will trigger the No Program Flag error.

Please remember to use code value 1 for participants and code value 2 for reportable individuals for PIRL 2914.

Upcoming Events



WIPS' Office Hours for OA-Managed Grants

- ⇒ Thursday, August 1, 2024; 3pm – 4:30 pm EST
- ⇒ Wednesday, August 14, 2024; 3pm – 4:30 pm EST



Thank You For Joining Us Today!

Let's continue to **explore ideas**
to **grow Registered Apprenticeships**



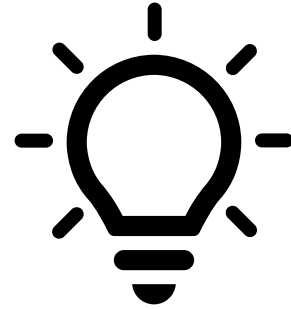
Any Questions?

The Office of Apprenticeship is here to help!

Contact us at:

- ✉ Apprenticeship.Grants@dol.gov
- ✉ SAEEI.Grant@dol.gov
- ✉ ABA.Grant@dol.gov
- ✉ SAEF.Grant@dol.gov

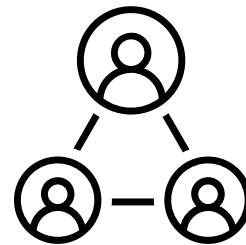
APPENDICES



1 - WIPS Tips

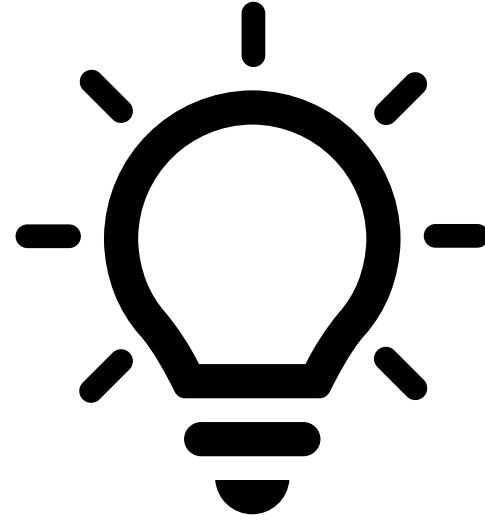


2 - Qs and As



3 - Resources

APPENDIX - 1



WIPS Tips

APPENDIX 1: WIPS TIPS (1)

1. Columns that have leading zeros should be formatted as text. If you save your file as a .csv file, every time you open the file Excel will remove the leading zeros, so you must reformat it before closing out the file again.
2. The data file uploaded for your Apprenticeship grant must have all columns indicated in the most recent Apprenticeship schema. (Schema is short for 'schematic', or the combination of PIRL data elements for Apprenticeship.)
3. CSV files must have exactly 102 columns for the Apprenticeship Schema.
4. Column headers and extra rows or footers must be removed prior to uploading data file in WIPS.
5. WIPS will accept .txt, .csv or .gzip files. We recommend utilizing the .csv format whenever possible.
6. When testing your PIRL file, instead of uploading all participant records, try a smaller number like 5 – 10 records.

APPENDIX 1: WIPS TIPS (2)

Converting Participant Records into a .csv File

- .csv means – comma separated value file
- Converting participant-level data entered into an Excel spreadsheet or case management system to be saved into a table structured format that WIPS will be able to read
- Those who use an Excel file to input their participant level data will save their Excel files as a .csv file prior to uploading the file into WIPS
- The file should not contain any “header rows”
- The file should contain 102 columns

1	NH202000	33	3	3595				33015	20010730	2	0	0	0	0	0	0	1	0
2	NH202000	33	7	3570				33015	19951229	2	0	0	0	0	0	0	1	0
3	NH202000	33	7	3588				33015	19940818	2	0	0	0	0	0	0	1	0
4	NH202000	33	7	3570				33015	19870105	2	0	0	0	0	0	0	1	0
5	NH202000	33	7	3576				33015	20001129	2	0	0	0	0	0	0	1	0
6	NH202000	33	7	3570				33015	19720414	2	0	0	0	0	0	0	1	0

APPENDIX - 2



Qs & As

Q / A

Question:

Is the QPR/QNR quarterly submission process changing from WIPS to another system?

Answer:

No. WIPS is the official performance reporting system for OA quarterly performance reports. All apprenticeship grantees should upload and certify their data utilizing WIPS.

Q / A

Question:

How can grantees gain access to WIPS and/or the AI Demographic Portal?

Answer:

A grantee authorized representative should complete the Apprenticeship Grants WIPS/AI Demographics Portal Designation Form located at [WorkforceGPS - Performance Reporting](#)

Grantees should submit the form to the following email addresses and copy the FPO.

- SAEEl: SAEEI.grant@dol.gov
- ABA: ABA.Grant@dol.gov
- ABA 2: ABA2.Grant@dol.gov
- SAEF and SAEF 2: SAEF.grant@dol.gov

Q / A

Question:

Why is the quarterly QPR view the same as the program to date QPR view in WIPS?

Answer:

When you toggle between different views of the QPR in WIPS (e.g., Quarterly and Program to Date), it's not going to change because it isn't looking at a database where all the previous quarters' data is stored.

Instead, it's simply looking at the data from the single file that you have uploaded. This decision was made by the WIPS team awhile back.

Q / A

Question:

Do grantees have to certify their QPRs in WIPS?

Answer:

Grantees certify that their data is complete, true, and accurate. Apprenticeship grantees should click on the certify button regardless of whether the QPR results are what is expected.

This step is important so that grantee data is transferred into the WIPS data warehouse. When data is transferred into the data warehouse, it becomes available for:

- 1) Evaluation studies;
- 2) WIPS' QPR testing; and
- 3) Apprenticeship online data dashboard (future)

Q / A

Question:

Can I upload PIRL data files for previous reporting quarters into WIPS?

Answer:

In most cases, yes. However, grantees cannot upload PIRL data files from reporting periods before the quarter ending in September 30, 2021. Since the PIRL (and the Apprenticeship Schema) was updated effective July 1, 2021, any data files for periods before September 30, 2021 will not be accepted by WIPS.

Also, the earliest reports that are available in WIPS are from the quarter ending December 31, 2020.

Q / A

Question:

Should grantees report on all required data elements in the Apprenticeship Schema?

Answer:

Apprenticeship grantees should report on the required (“R”) Data Elements under the Apprenticeship column (column W) as shown in Tab 1 ETA-9172 (Full PIRL). Tab 2 AP Schema shows the PIRL Data Elements collected by Apprenticeship Grants using WIPS for reporting. Tab 2 is a subset of Tab 1 and represents the apprenticeship schema. Grantees should collect each data element in the apprenticeship schema, as applicable to each participant/individual*. In other words, every data element may not apply to each participant. Therefore, grantees should follow the instructions for each data element.

*Both reportable individuals and pre-apprentices have specific data elements that must be completed for each.

Q / A

Question:

Do we only need to fill out the "Apprenticeship Section" on Section E.10 of the Full PIRL Schema?

Answer:

Data elements required to be collected by Apprenticeship grantees are indicated by an 'R' in the Apprenticeship column (column W) of the Full PIRL Schema. The PIRL data elements listed in Section E.10 are all selected with an 'R' in column W; therefore, are required to be collected by Apprenticeship grantees, as applicable to each individual enrolled.

Q / A

Question:

Why am I getting a file format error when my file only has 102 columns?

Answer:

Sometimes certain cells are formatted to have wrap-around text. Please make sure you do the following to avoid getting a column error in WIPS:

- Remove headers from your file
- Delete/clear anything after the 102nd column in your file
- Highlight your rows and columns and de-select the Text Wrap formatting in Excel

Q / A

Question:

If DOL asks grantees to submit the data file by email, how should PII be protected?

Answer:

DOL will not ask grantees to submit a raw data files (i.e., .csv) via email. Electronic mail systems do not support the secure transmission of PII. **Grantees should never transmit raw data files containing protective individual information via email or any other electronic transmission not designed to transmit such information.** Grantees should submit their data files only through WIPS. The WIPS Help Desk exists on an email platform, so data files should not be transmitted when seeking assistance from the Help Desk. **If Grantees are not able to certify their QPR in WIPS, they should seek technical assistance from ETA, a TA coach, or TA provider. Data files should never be transmitted via email and should never be attached to the Quarterly Narrative Report (QNR)!**

Q / A

Question:

Each quarter, are grantees supposed to update all participant information and add new participants?

Answer:

Yes. Grantees should report on ALL participants—new and existing—every quarter until individuals are no longer enrolled in the program. Each quarter, individual records for each participant is updated with new information, as appropriate. PII is not likely to change, but information on services received is likely to change from one quarter to the next, as the participant progresses through the program.

In summary, each data files should contain both new enrollees AND existing participants from previous quarters. Participants who were enrolled in a previous reporting quarter AND who are also still enrolled in the current reporting quarter are also known as “carryover”.

Q / A

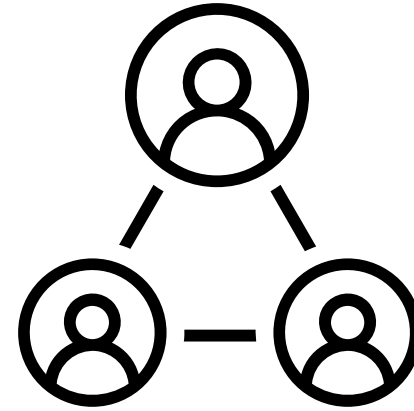
Question:

What are the responsibilities of grantee reporting staff?

Answer:

All organizations/grantees are different and often manage more than one grant. ETA is not able to provide a job description for their reporting staff. ETA supports many different reporting/performance professionals—many with different responsibilities and job descriptions, which literally run the gamut! This question would be best answered by other grantees that have a similar organizational structure.

APPENDIX - 3



Resources

Performance Reporting Resources

I. DOL ETA Resources

- ETA Performance Page
- WIPS Resource Page
- WIPS Monthly Newsletter

II. Apprenticeship.gov

- Funding Opportunity Announcement (FOA)

III. Grant-specific landing pages on WorkforceGPS

IV. Performance Reporting Landing Page

- Performance Reporting for Apprenticeship Grants
 - Past Webinars
 - Apprenticeship Reporting Resources
 - TA Aids

V. Training for Performance Indicators

▪ E-Learning Series on Performance Indicators

1. Credential Attainment
2. Measurable Skill Gains
3. Employment Rate in the 2nd and 4th Quarters after Exit
4. Median Earnings



Data and Performance and Best Practices Center

The Council for State Governments (CSG)

1. Process Modeling

- Creates a visual representation of process of data collection mapped to the data reporting fields

2. Trainings:

- Broad trainings on high level topics
- Peer-to-Peer trainings with organizations that have superb reporting
- One-on-One trainings

3. Desk Guides and Technical Support

- CSG will work with you to identify your needs and develop the relative guides and support

4. Data mapping and migration

- If you have existing systems, CSG can work with you to map the data fields and/or assist with migration to new systems



CSG Technical Assistance

The Council for State Governments (CSG) provides 1:1 Technical Assistance to apprenticeship grantee with:

- Creating data files
- Uploading data files
- Troubleshooting data files

**Contact CSG – Apprenticeship Data
Alignment and Performance
Technical Assistance Center (csg.org)**