



Apprenticeship Grants WIPS' Office Hours

July / August 2025

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APPRENTICESHIPUSA™
★★★

RULES OF ENGAGEMENT

Are You Attending the Right Office Hour Session?

Yes!

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

- State Apprenticeship Expansion, Equity, and Innovation (SAEEI) Grant **(April 1 – June 30, 2025 is the final reporting quarter for SAEEI grantees.)**
- Apprenticeship Building America (ABA) Grants
- State Apprenticeship Expansion Formula (SAEF) Grants

No!

If you represent any other grant program.

Rules of Engagement

Gentle reminders regarding the rules of engagement for today's event:

- We will discuss the topics listed on slide #4. Topics unrelated to performance reporting for Office of Apprenticeship-managed grants should be forwarded to your Federal Project Officer.
- A.I. bots are not allowed to attend this session for any reason, including recording and note-taking. If A.I. bots are discovered, we will end this session immediately.

Agenda

- About WIPS' Office Hours
- Your Ideas, Suggestions, Requests
- Announcements
- Reporting Reminders
- Reporting Checklist
- Common Reporting Errors/Problems: How to Trouble-shoot and Resolve Them
- Upcoming Events/Deadlines



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

- **This is your time to ask questions, run test files, learn from your peers, etc. Please take advantage of this opportunity!**
- Submitter/Certifiers should attend (i.e., the person(s) that creates, uploads, and certifies your PIRL data files). Program directors, case managers, etc. are welcome too!
- 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
- Unexpected QPR results? Let's look at your data file and find out why.
- Frequency - Generally, 2-3 times after the end of the reporting quarter and before the report due date

Call For Ideas, Suggestions, Requests...

- ...for focused topics during WIPS' Office Hours for OA-Managed Grants.
- Beginning with the April/May 2025 series of Office Hours we will use 10-15 minutes to focus on one specific topic. Sessions will include (as applicable):
 - 1) Qs & As
 - 2) Instructions and Standard Operating Procedures (SOP)
 - 3) Demonstrations



ANNOUNCEMENTS



Announcement: Updated Quarterly Narrative Report (ETA-9179) (QNR) Template

- ❑ Recently, the Office of Management and Budget (OMB) approved non-substantive changes to the QNR template.
- ❑ The revised template is published on <https://www.dol.gov/agencies/eta/performance/reporting>.
- ❑ Grantees should begin using the revised template going forward.
- ❑ Grantees who submit their QNR via WIPS will see the revisions incorporated in the system before the August 15, 2025, report deadline.
- ❑ Grantee may reach out to their assigned federal project officer to discuss and address questions about the QNR template.

Announcement: ETA-Only Performance Reporting Information Collection Request (ICR) (1)

- ❑ **What is the new version of the PIRL called?** The newly revised PIRL is called “PIRL v.2025”. (The previous version was PIRL v.2021.)
- ❑ **Will the QPR template change?** Yes.
- ❑ **Will the Apprenticeship PIRL Schema change?** Yes.
- ❑ **What will be the effective date for the revised QPR template and PIRL v.2025 for registered apprenticeship grants?**
 - QPR template – 1/1/2026 (*anticipated*)
 - Grantee reporting – 12/31/2025 (*anticipated*)
 - Last date to begin collecting new PIRL v.2025 data elements – 7/1/2026 (*anticipated*)

Announcement: ETA-Only Performance Reporting Information Collection Request (ICR) (2)

- ❑ What does this mean for registered apprenticeship reporting?
 1. The number of data elements to be collected will change
 2. Some data elements will no longer need to be collected by AP grantees
 3. The number of columns in the PIRL data file will change from 102 to 107
 4. The QPR template has been revised
 5. There is no longer a separate youth QPR template
- ❑ Changes are published on [Reporting Requirements | U.S. Department of Labor](#)
- ❑ Join us for a webinar on July 30, 2025 (tentative), where specific changes will be reviewed for registered apprenticeship grants

REPORTING REMINDERS



Reporting Reminders: Important Dates (1)

- All grantees should submit and **certify** the data/information uploaded for QPRs and QNRs into WIPS by **11:59pm EST on Friday, August 15, 2025.**
- Grantees may begin uploading PIRL data files and QNR information into WIPS anytime after the last day of the reporting quarter. For example, grantees could have began uploading data files on July 1, 2025, for the reporting period that ended June 30, 2025.
- Grantees were not able to upload PIRL data files for the quarter ending June 30, 2025, before July 1, 2025.

Reporting Reminders: PIRL Data Files (2)

Data files containing participant information of any kind should **never** be attached to or embedded into the Quarterly Narrative Report (QNR), to a WIPS help desk ticket, or to an email message.



Reporting Reminders: Begin Early (3)

Begin the reporting
process **EARLY!**
Remember - reporting
begins with data
collection!



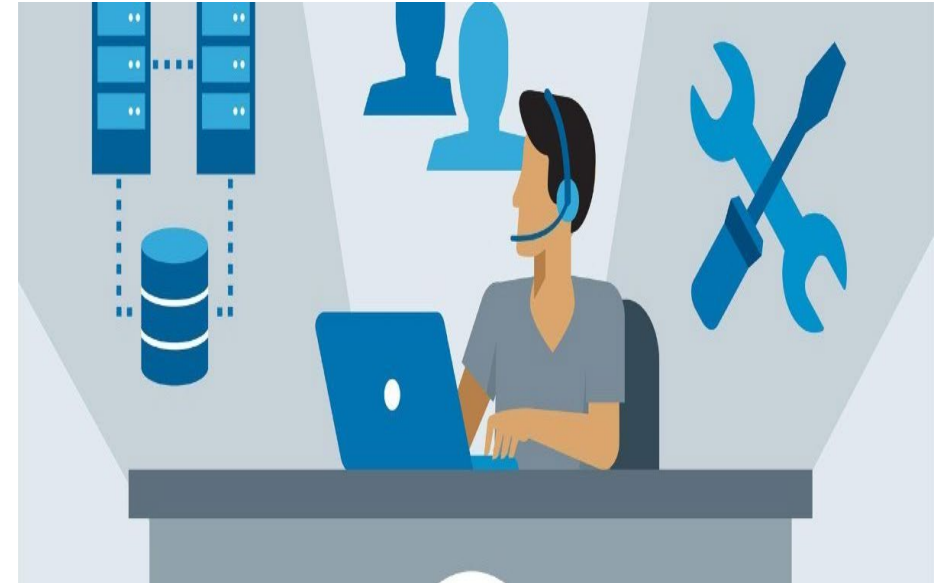
Reporting Reminders: Ask for Help (4)

Ask for help **early** and ask **often** as needed!



Reporting Reminders: Help Us Help You (5)

- Contact the WIPS' help desk using this link:
[WIPS Technical Assistance Request](#).
- Do not upload your PIRL data file into the help desk ticket or using any other method such as email.
- Provide the file ID for the data file that you uploaded. Doing so enables the WIPS team to access your data file.
- Provide a clear description of the error that you are experiencing.
- **Expect errors**—especially if you are new to uploading PIRL data files! Expect several series or levels of errors. Resolving one set of errors may reveal errors related to another set of PIRL data elements.



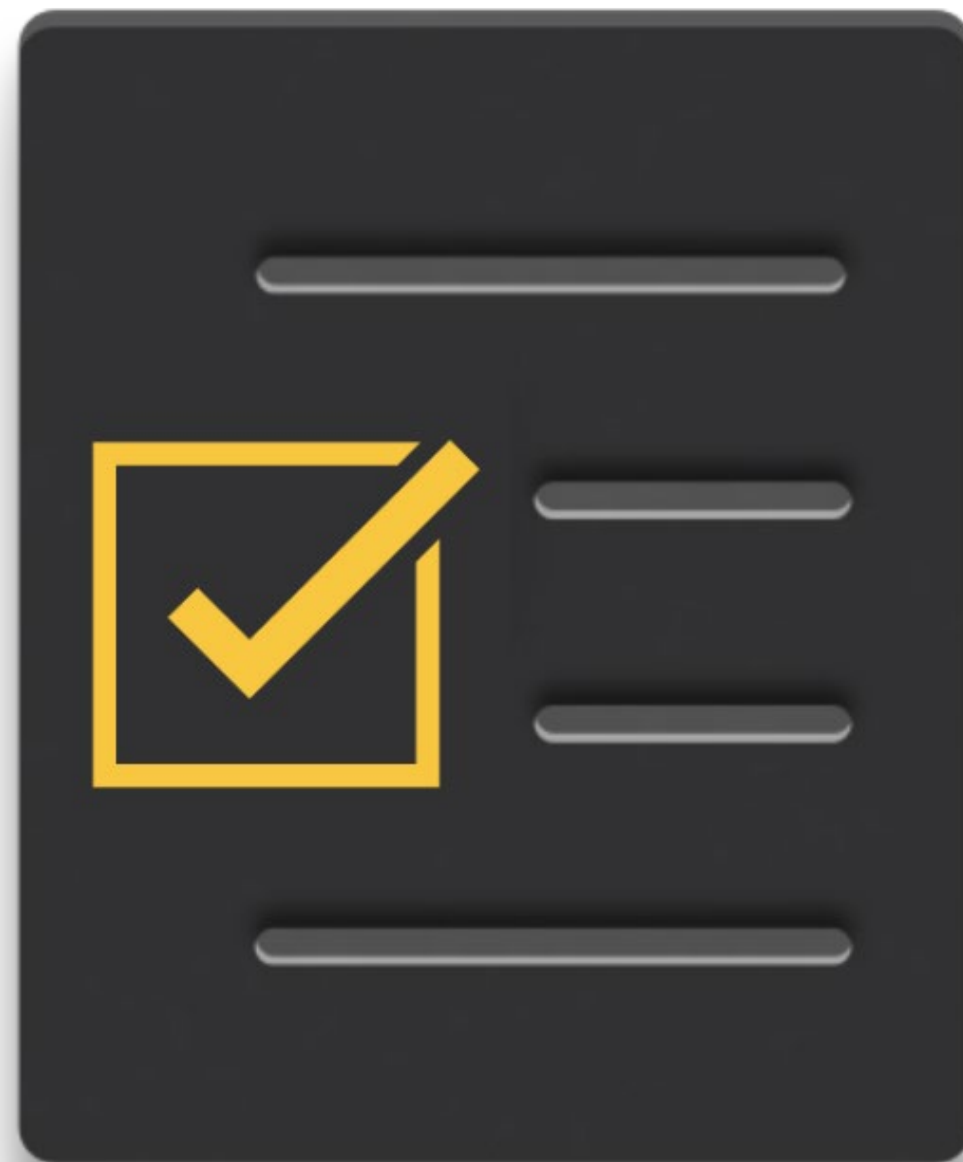
Reporting Reminders: You Must Report! (6)

APPRENTICESHIP GRANTS PERFORMANCE DASHBOARD

Applicant Name	Grant Number	Performance State	Grant Type	Performance Period	Grant Status	Most Recent Report Quarter
Community College System Of New Hampshire	23A60AP000048	NH	Competitive	2023-07-01 to 2026-06-30	Active	2024-06-30
Kansas Department Of Commerce	23A60AP000050	KS	Competitive	2023-07-01 to 2026-06-30	Active	2023-12-31

- ❖ DOL is required to publish grantee aggregated performance data. This information is published here: [Apprenticeship Grants Performance Dashboard | Apprenticeship.gov](#). Without your quarterly **certified** PIRL data files, DOL will not be able to meet this requirement and your grant's name will be published without performance data.
- ❖ For more information, please refer to [Bulletin 2025-35](#) on the announcement of the OA Grant Performance Dashboard.

REPORTING CHECKLIST



Quarterly Reporting Checklist (1)



Obtain access for submitter/certifiers at least 4 weeks prior to the report deadline.



Are you using the correct version of the [Apprenticeship Reporting Resources Spreadsheet](#)?



Are you reporting ALL active participants each quarter? This includes all participants enrolled during the reporting quarter AND those previously enrolled who are still active (carryover).



Be sure that ALL reportable individuals are reported each quarter. Reportable individuals from previous reporting quarters should not be deleted from the PIRL data file.

Quarterly Reporting Checklist (2)



Make sure every row in your file has the PIRL 2914 (Apprenticeship Grants Program Status) and the PIRL 2920 (Grant Number) completed.



Be sure you are using the correct Grant Number for PIRL 2920 (Grant Number).



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



.csv or .txt data 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”.



No participant data or PII should be included in the QNR.

Quarterly Reporting Checklist (3)



Report all credentials and measurable skill gains?



Certify your PIRL data file! No certification means no report submission. Do not be concerned about the QPR results if you are certain that your data file is complete and accurate to the best of your knowledge.



Respond to all questions, as applicable, on your Quarterly Narrative Report.



Certify your Quarterly Narrative Report!



If the grant has closed/sunset/ended, no reporting is required beyond the last quarter of performance!

COMMON REPORTING ERRORS:

How To Trouble-shoot and Resolve Them



QPR Does Produce Expected Results – (e.g., Pre-apprenticeship status: enrolled (AKA: Number of enrolled pre-apprentices during the reporting quarter) (QPR Field F-1a-a)

1. Begin by reviewing/reading the QPR specification on Tab 9 (Adult QPR Aggregation Rules) of the Performance Reporting Resources spreadsheet:

Count of UNIQUE RECORDS where (APPRENTICESHIP GRANT NUMBER [PIRL 2920] is not null) AND (APPRENTICESHIP GRANTS PROGRAM STATUS [PIRL 2914] = 1) AND ((PRE-APPRENTICESHIP PROGRAM STATUS [PIRL 2901] = 1) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is not null) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is within the report period) AND (DATE OF PROGRAM ENTRY [PIRL 900] is not null AND DATE OF PROGRAM ENTRY [PIRL 900] is within the report period))

2. Go to your PIRL data file and verify each data element and code value correspond with the aggregation rule. Adding filters to the PIRL file may help with this step:

Count of UNIQUE RECORDS where (APPRENTICESHIP GRANT NUMBER [PIRL 2920] is not null) AND (APPRENTICESHIP GRANTS PROGRAM STATUS [PIRL 2914] = 1) AND ((PRE-APPRENTICESHIP PROGRAM STATUS [PIRL 2901] = 1) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is not null) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is within the report period) AND (DATE OF PROGRAM ENTRY [PIRL 900] is not null AND DATE OF PROGRAM ENTRY [PIRL 900] is within the report period))

WIPS Column Number Error

The data file uploaded for your Apprenticeship grant must have all columns indicated in the most recent Apprenticeship schema. PIRL data files must have exactly 102 columns **for the current Apprenticeship Schema (i.e., PIRL v2021)**.

- ☐ Check that all column and row headers have been removed.
- ☐ Check that extra rows and footers have been removed from your PIRL data file.
- ☐ Check the file for odd formatting, stray characters (i.e., punctuation, spaces, etc.).
- ☐ Copy/paste the file into NotePad or NotePad++ (preferred). Doing so, usually reveals the source of the error. Once identified, you may save the file as a .txt and upload it into WIPS.

UPCOMING EVENTS



Upcoming Performance Reporting Events/Deadlines



August 7, 2025 @ 3:00pm – 4:30pm ET
WIPS' Office Hours for Apprenticeship Grantees



August 15, 2025 @ 11:59pm ET
Quarterly Reports (QPRs and QNRs) Deadline

More Upcoming Performance Reporting Events

Upcoming webinars (*Most event dates are forthcoming.*)

Overview of DOL-Only Performance Accountability Information and Reporting System Revisions – **July 15, 2025**

Apprenticeship Reporting Updates for PIRL v2025 – **August 5, 2025**

SAEF3 Grantee Orientation – **July 23, 2025**

Series – Part 1: Program Accountability and Performance Reporting Overview – **September 9, 2025; 3pm – 4pm ET**

Series – Part 2: PIRL Data Element Workshop (AKA: AP Schema Workshop) – **September 22, 2025; 3pm – 3:30pm ET**

Series – Part 3: WIPS Overview – **October 7, 2025; 2pm – 3:30pm ET**

Series – Part 4: Quarterly Performance Report (QPR) – **October 21, 2025; 2pm – 3:30pm ET**

Series – Part 5: Quarterly Narrative Report (QNR) – **November 4, 2025; 2pm – 3:30pm ET**

Series – Part 6: Performance Reporting Resources: How and When to Use Them (Pulling It All Together) – **Date: TBD**

Co-enrollment Reporting – **Date: TBD**

Improving Data Quality by Improving Data Collection – **Date: TBD**

Pe-apprenticeship Reporting – **Date: TBD**

Data Validation for Registered Apprenticeship Grants (Updates to TEGL 23-19, Change 3) – **Date: TBD**

Credential Attainment, Interim Credentials, and Measurable Skill Gains – **Date: TBD**

Quarterly Report Analysis (QRA) – Introduction and Overview – **Date: TBD**



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
- ✉ ABA2.Grant@dol.gov
- ✉ SAEF.Grant@dol.gov



Appendices:

- ❶ WIPS' Tips
- ❷ Archived Topics
- ❸ Qs and As
- ❹ Resources



APPENDIX ①: WIPS' TIPS



WIPS' Tips (1)

1. Columns that have leading zeros should be formatted as text. If you save your file as a .csv (comma separated value) 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 current Apprenticeship Schema (i.e., PIRL v2021)**.
4. Column headers and extra rows or footers must be removed prior to uploading data files 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.

WIPS' Tips (2)

Converting Participant Records into a .csv 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

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: ARCHIVED TOPICS



Collecting Social Security Numbers (SSNs) (1)

- The collection and reporting of SSNs is essential for the wage and employment data after an individual has exited the program (i.e., completed their pre-apprenticeship or RAP)
- **Non-State** grantees and **state grantees not affiliated with a state workforce agencies** are expected to collect and report SSNs from participants.
- However, while OA grantees are required to request participants' SSNs, participants cannot be denied services if they choose to not disclose their SSN. Grantees should also ensure that when they are collecting this information from participants, they inform the participants of the reason for requesting SSNs, in accordance with the American Competitiveness and Workforce Improvement Act.
- Use disclaimer statements on intake documents telling participants why their SSNs are requested.



Collecting Social Security Numbers (SSNs) (2)

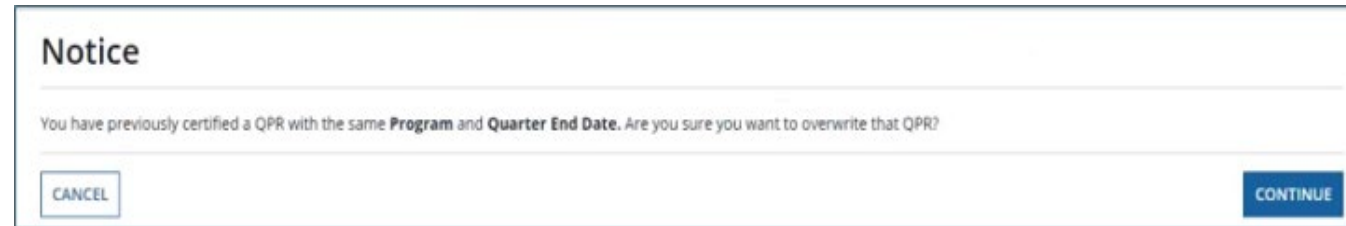
- Congress requires OA to report performance outcomes by grantee name on public-facing websites such as apprenticeship.gov. When SSNs are not reported; this may lead to rows of blanks instead of wage and employment outcomes to be published on websites. When this happens grantee stakeholders (i.e., Congress, governors, etc.) often have questions. To avoid this situation, grantees should collect and report SSNs.
- Additionally, the publication of blanks could “raise questions in Congress about the success of a grantee and whether grants funds are being spent in an appropriate manner. Not being able to tell your story accurately is likely to be noticed through quarterly roll-up reports from the Department of Labor to Congress.

Reportable Individuals

- Reportable Individuals enter a RAP that was developed with grant funds, but they do not receive a direct, grant-funded service; therefore, they are not considered “participants” – Refer to TA Aid on Reportable Individuals located at [WorkforceGPS Performance Reporting](#). Reportable Individuals are NOT participants under
- To track and report reportable individuals, grantees must indicate the OBS number and the following PIRL data elements:
 - **OBS Number**
 - **PIRL 100** – Unique individual identifier
 - **PIRL 1007** – Date of most recent reportable individual contact (Date individual registers in an apprenticeship program)
 - **PIRL 2914** – Apprenticeship grants program status (funding stream identifier). **All reportable individuals should be coded as "2" for Data Element 2914.**
 - **PIRL 2920** – Apprenticeship grant number

Note: Reportable Individuals should not be removed/deleted from grantee PIRL data files. Grantees do not receive credit for any reportable individual removed/deleted from PIRL data files. That is, when reportable individuals are removed/deleted, WIPS is not able to calculate the cumulative number from the beginning of the grant's period of performance on the Quarterly Performance Report (QPR).

Overwriting PIRL Data Files (Quarterly Performance Reports)



The screenshot shows a 'Notice' dialog box with the following text: 'You have previously certified a QPR with the same **Program** and **Quarter End Date**. Are you sure you want to overwrite that QPR?'. At the bottom left is a 'CANCEL' button, and at the bottom right is a 'CONTINUE' button. A large yellow arrow with a blue outline points from the right side of the dialog box towards the 'CONTINUE' button.

- When attempting to certify QPR data for the same reporting period that has a certified QPR data file, a warning message appears about overwriting the original file (see above).
- Clicking **CONTINUE** certifies the updated report and shows a Certification Overwritten status for the older version.

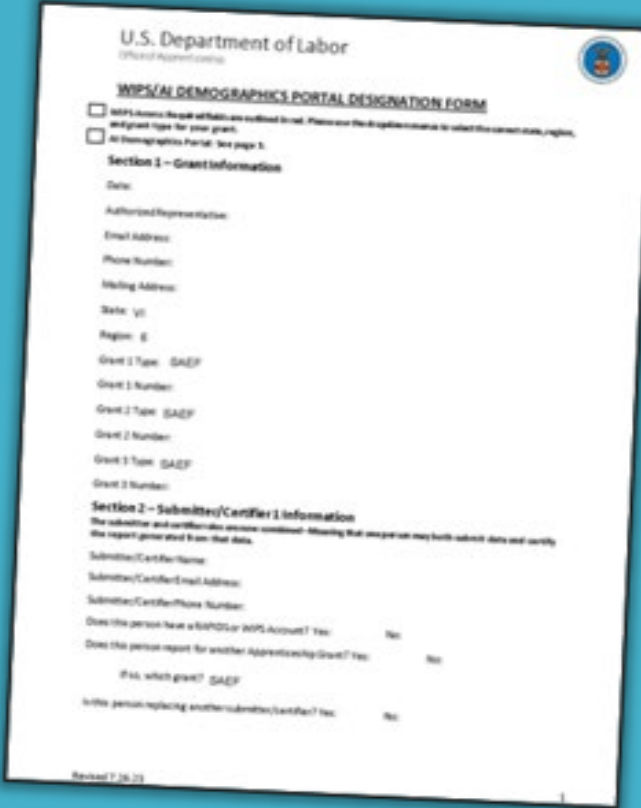
Note: Only one PIRL data file per selected program within the same quarter may be certified and reported.

Updated Logic Rule

- Grantees can use either code value “1” or “0” for data element PIRL 1300 (Received Training) for apprentices.
- Prior to this update, if the code value for data element PIRL 2907(Apprenticeship Program Status) equaled “1”, then PIRL 1300 also had to equal “1”.
- This way if grantees have participants who are co-enrolled in more than one Apprenticeship Grant, they are not forced to use code value “1” for both programs.
- Please note that all Registered Apprenticeship Programs should have a training aspect. All apprentices should be enrolled in training, and that should be recorded in the grantee’s data file.

Obtaining Access to WIPS (1)

- OA-managed grants require grantees to submit a WIPS Technical Assistance Request with the WIPS AI Demographic Portal Designation form attached for system access.
- This process must be completed for each assigned apprenticeship grant.
- Each OA-managed grant can have (3) submitter/certifiers.
- Please request WIPS access at least four weeks prior to the report due date.



The image shows a form titled "WIPS/AI DEMOGRAPHICS PORTAL DESIGNATION FORM" from the U.S. Department of Labor. The form is divided into two main sections. Section 1, "Grant Information," includes fields for Date, Authorized Representative, Email Address, Phone Number, Mailing Address, State (dropdown), Region (dropdown), and three sets of Grant Type (SAEP) and Grant Number. Section 2, "Submitter/Certifier 1 Information," includes fields for Submitter/Certifier Name, Submitter/Certifier Email Address, Submitter/Certifier Phone Number, and three yes/no questions: "Does this person have a WIPDS or WIPS Account?", "Does this person report for another Apprenticeship Grant?", and "Is this person replacing another submitter/certifier?". The form is marked as "Revised 7/26/23" at the bottom left.

Obtaining Access to WIPS (2)

- Go to the following link: [WIPS Technical Assistance Request | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/eis/whats-new/wips-technical-assistance-request)
- Complete the fields labeled Name, WIPS Email Address, WIPS User Role, and Program Related to this WIPS Inquiry (check the Registered Apprenticeship box).
- Once you check Registered Apprenticeship, you will be required to fill out the Registered Apprenticeship Grant # field. Also, a new field labeled Signed WIPS/AI Demographic Portal Designation Form will appear with an icon next to it.
- If you click on the icon, you'll see the following message, "Office of Apprenticeship grantees must also complete and upload a signed WIPS/AI Demographic Portal Designation Form, found on the Apprenticeship Grants Performance Reporting WorkforceGPS page to request WIPS access."
- Click on the [WorkforceGPS - Performance Reporting](#) hyperlink to go to the WorkforceGPS page and then download the form labeled WIPS/AI Demographics Portal Designation Form on the page.
- Fill out the form accordingly and list staff who need access to the RAPIDS Apprenticeship Information (AI) Demographic Portal as well. **NOTE:** Access to the portal does not grant access to RAPIDS.
- Have your Authorized Representative sign the form.
- Upload the completed and signed form under the field labeled Signed WIPS/AI Demographic Portal Designation Form.
- Click the submit button at the bottom.

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)

OBS Number			
PIRL 100	PIRL 211	PIRL 407	PIRL 2901
PIRL 101	PIRL 212	PIRL 408	PIRL 2902
PIRL 102	PIRL 213	PIRL 409	PIRL 2903
PIRL 103	PIRL 214	PIRL 900	PIRL 2904
PIRL 200	PIRL 215	PIRL 901	PIRL 2905
PIRL 201	PIRL 300	PIRL 907	PIRL 2913
PIRL 202	PIRL 400	PIRL 923	PIRL 2914
PIRL 210	PIRL 402	PIRL 2700	PIRL 2920

Data Elements Used for Pre-Apprentices (2)

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

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

Data Element	Data Element	Also Used for Pre-Apprenticeship
PIRL 2901	PIRL 2900	
PIRL 2902	PIRL 2907	
PIRL 2903	PIRL 2908	
PIRL 2904	PIRL 2909	
PIRL 2905	PIRL 2910	
	PIRL 2911	
	PIRL 2912	
	PIRL 2913	
	PIRL 2914	X
	PIRL 2917	
	PIRL 2918	
45	PIRL 2920	X

Pre-Apprentice Reporting Scenarios (1)

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 program but has NOT transitioned into a registered apprenticeship yet	PIRL 900 = MUST BE COMPLETED PIRL 901 = MUST NOT BE BLANK IF THEY HAVE COMPLETED THEIR PRE-APPRENTICESHP PIRL 2901 = 3 PIRL 2902 = MUST BE COMPLETED PIRL 2905 = MUST BE COMPLETED PIRL 2907 = LEAVE BLANK PIRL 2914 = 1

Pre-Apprentice Reporting Scenarios (2)

Scenario	PIRL Data Elements
If the pre-apprentice has completed their pre-apprenticeship program AND transitioned into a registered apprenticeship MANAGED BY THE SAME GRANTEE	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 PIRL 1300 = 1 PIRL 1302 = enter date received training PIRL 1303 = 09 (registered apprenticeship) PIRL 1306 = enter O*Net code PIRL 1307 = leave blank PIRL 1610 = leave blank PIRL 1703 = leave blank PIRL 1704 = leave blank PIRL 1705 = leave blank PIRL 1706 = leave blank

PIRL Data Elements Used for Apprenticeship Entry and Exit

Scenario	PIRL Data Elements
If the pre-apprentice has completed their pre-apprenticeship AND transitioned into a registered apprenticeship program NOT MANAGED BY THE GRANTEE	PIRL 900 = MUST BE COMPLETED PIRL 901 = MUST BE COMPLETED PIRL 2901 = 3 PIRL 2902 = MUST BE COMPLETED PIRL 2905 = MUST BE COMPLETED PIRL 2907 = LEAVE BLANK PIRL 2914 = 1
If the registered apprentice is enrolled into a registered apprenticeship program	PIRL 900 = MUST BE COMPLETED PIRL 2907 = 1 PIRL 2908 = MUST BE COMPLETED PIRL 2914 = 1
If the registered apprentice has cancelled or withdrawn from a registered apprenticeship program	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 a registered apprenticeship program	PIRL 900 = MUST BE COMPLETED PIRL 901 = MUST BE COMPLETED PIRL 2907 = 3 PIRL 2908 = MUST BE COMPLETED PIRL 2914 = 1

Note: THESE ARE NOT UPDATED LOGIC RULES. This is guidance on how to fill out the required data elements based on current logic rules in the Apprenticeship (AP) Schema.

APPENDIX ③: Questions and Answers

Final QPRs and QNRs at the End of the POP.

Question:

- When is the final QNR and QPR due for grants that have reached the end of their period of performance (POP)?

Answer:

Final QPRs and QNRs are due on August 15, 2025, for grants whose period of performance ends on June 30*. No additional reporting is required. This includes reporting for participants who are employed after the grant's POP. The following OA-managed grants are no longer active and no longer require QPRs or QNRs. All grant numbers associated with these grants should no longer be used/uploaded in grantee PIRL data files.

- ASE – Apprenticeship State Expansion Grant
- SAE16 – State Apprenticeship Expansion 2016 Grant
- SAE2020 – State Apprenticeship Expansion 2020 Grant
- YARG – Youth Apprenticeship Readiness Grant

*The reporting quarter for the SAEEL grant is April 1 – June 30, 2025. The final QPR and QNR are due on August 15, 2025. After the PIRL data file and the QNR have been certified in WIPS, no additional reporting is required.

QPR/QNR Quarterly Submission Process

Question:

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

Answer:

WIPS is the official performance reporting system for OA quarterly performance reports. All apprenticeship grantees should upload and certify their data utilizing WIPS.

Direct, Grant-Funded Services

Question:

What are direct, grant-funded services for registered apprenticeship grants?

Answer:

Direct, grant-funded services for OA-managed grants include:

- **On-the-Job Learning (OJL)** – AKA On-the-Job Training (OJT) – paid OJL/OJT under the supervision of experienced professionals
- **Related Instruction (RI)** – instruction which complements OJL/OJT, provides registered apprentices with theoretical knowledge and skills
- **Supportive Services (SS)** – range of services designed to help apprentices succeed, both in their training and in their personal lives (e.g., childcare assistance, transportation assistance, uniforms, tools, etc.)

Post-Exit Data Elements

Question:

How should grants complete post-exit data elements (PIRL 1600 - 1607 and PIRL 1703 - 1706)?

Answer:

Once PIRL 901 (Program Exit Date) is filled out, you must fill out the post-exit PIRL data elements.

- 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, “5” represents this for data elements 1601, 1603, 1605, and 1607.
- **Please note that after a certain number of quarters, you MUST put “0” for PIRL 1600-1607. WIPS will not accept “5” or “9”.**
- For data elements PIRL 1703-1706 (Wages x Quarter After Exit), leave blank!

Note: For grantees that **do not** intend to collect and report *supplemental* employment and earnings information, DOL strongly recommends always leave these data elements blank.

QPR Time Period Views

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.

Certifying QPRs in WIPS

Question:

Do grantees have to certify their QPRs in WIPS?

Answer:

Grantees certify that their data are 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) Data analysis;
- 3) WIPS' QPR testing; and
- 4) Apprenticeship grants online data dashboard

Uploading PIRL Data Files for Previous Quarters

Question:

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

Answer:

In most cases, yes. However, there is an exception. Since the PIRL was last updated effective July 1, 2021, grantees are not able to upload PIRL data files from reporting periods before the quarter ending September 30, 2021. Therefore, any PIRL data files for reporting periods prior to September 30, 2021, will not be accepted by WIPS.

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

PIRL Apprenticeship (AP) Schema

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.

Full PIRL Apprenticeship Section

Question:

Should grantees complete Section E.10
– Registered Apprenticeship 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, they are required to be collected by Apprenticeship grantees, as applicable to each individual enrolled.

File Format Error

Question:

Why am I getting a file format error in WIPS when my PIRL data 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
- If the preceding steps do not clear the column number error, copy/paste your .csv file into NotePad or NotePad++

DOL Data File Requests

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 raw data files (i.e., .csv) via email. Electronic mail systems do not support the secure transmission of PII.

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.

Data files should never be transmitted via email and should never be attached to the Quarterly Narrative Report (QNR)!

Reporting Participant Information

Question:

Should grantees update all participant information and add new participants each quarter during the grant's period of performance?

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 are 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 file 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”.

Grantee Reporting Staff Responsibilities

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.

“No Program Flag” Error

Question:

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

Answer:

This error means that PIRL 2014 (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 2014, then WIPS will trigger the No Program Flag error.

Please remember to use code value 1 for participants (pre-apprentices and registered apprentices) and code value 2 for reportable individuals for PIRL 2014.

Reporting on Reportable Individuals

Question:

Should reportable Individuals be reported on the Quarterly Performance Report (QPR) or via the Quarterly Narrative Report (QNR)?

Answer:

Grantees should report reportable Individuals every quarter on the QPR. In other words, once a reportable individual is reported on a PIRL data file, they should not be removed from subsequent PIRL data files. Since reportable individuals are registered apprentices who do not receive direct, grant funded services, grantees should only report the OBS number, and the four (4) data elements listed below in their PIRL data 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:

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

APPENDIX ④: Resources

Office of Apprenticeship Performance Reporting Resource Guide



U. S. Department of Labor
Reporting Resources for Office of Apprenticeship-Managed Grants
July 2025





CSG Technical Assistance

The Council for State Governments (CSG) provides one-on-one assistance to apprenticeship grantee with:

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

Click here to set up an appointment with CSG.

Contact CSG – Apprenticeship Data Alignment and Performance Technical Assistance Center

Grantees should forward their invitation for technical assistance to their federal project officer (FPO)



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