Welcome to Standards Builder!

Build your Registered Apprenticeship Program

START NOW

https://secure.login.gov/?request_id=1507b312-24ab-463b-82a2-5c1e036b8baa

U.S. Department of Labor - Office of Apprenticeship
Ready to create an apprenticeship program?

Answer a few questions to determine which type of apprenticeship program is a best match for your organization.

How many states does your organization currently operate in?

<table>
<thead>
<tr>
<th>Choose One</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5+</td>
</tr>
</tbody>
</table>
Ready to create an apprenticeship program?

Answer a few questions to determine which type of apprenticeship program is a best match for your organization.

How many people are employed at your organization?
- Less than 100
- Between 100-299
- More than 300

How many years has your organization been in business?
- At least 2 years?
Ready to create an apprenticeship program?

Answer a few questions to determine which type of apprenticeship program is a best match for your organization.

How many people are employed at your organization?

Choose One

How many apprentices do you intend to employ in the next 2 years?

Choose One

- 1-10
- 11-19
- 20+
Ready to create an apprenticeship program?

Answer a few questions to determine which type of apprenticeship program is a best match for your organization.

Will your organization be the primary administrator of your program?

Choose One

Are you interested in integrating programs into your organization?

Choose One

Yes

No
Ready to create an apprenticeship program?

Answer a few questions to determine which type of apprenticeship program is a best match for your organization.

Will your organization be the primary administrator of your program?

- Yes

Are you interested in administering a program for employers external to your organization?

- Choose Other
- Yes
- No

Back
Thank you!

Based on the information you provided, you're best suited to create a local apprenticeship program.
Let's start by getting to know you!

Enter your contact information below. You will have a chance to add additional contacts on the next page.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine</td>
<td>Pine</td>
</tr>
</tbody>
</table>

Email

katherine.pine@ws.iowa.gov

Telephone

(512) 465-7878

This information will auto-populate with the account information.
Now, let's learn about your organization...

Enter the association, committee, or organization operating an apprenticeship program and in whose name the program is to be registered.

Organization Name *

Address *

City *

State *

Choose a State

Zip Code *

County *

Choose a County
Nice to meet you, Katherine.

We look forward to helping you develop your apprenticeship program located in Iowa.

What's Next?
Next, select your occupation from the Department of Labor's list of occupations.

Then, decide the length of your apprenticeship program and establish your work process schedule and training outline.

If you have questions regarding Standards Builder, use the Help links at the top of the page.
Let's find your apprenticeable occupation!

Search from the list of occupations registered with the U.S. Department of Labor

<table>
<thead>
<tr>
<th>Select Occupation</th>
<th>Apprenticeship Approach</th>
<th>Work Process Schedule</th>
<th>Related Instruction Outline</th>
<th>Probationary Period</th>
<th>Wages</th>
<th>Selection Procedures</th>
</tr>
</thead>
</table>

SEARCH BY OCCUPATION

Type to search on Occupation Title or O*NET Code

Can't find your occupation?
Let's find your apprenticeable occupation!

Search from the list of occupations registered with the U.S. Department of Labor
## Accommodation and Food Services

Click on each occupation title to explore a description, alternative titles, related occupations, and occupations approved for use in a Registered Apprenticeship Program. Occupation titles and industry affinities are based on the information provided by the Occupational Information Network (O*NET).

<table>
<thead>
<tr>
<th>O*NET Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>53-3011.00</td>
<td>Bakers</td>
</tr>
<tr>
<td>50-3011.00</td>
<td>Bartenders</td>
</tr>
<tr>
<td>35-1011.00</td>
<td>Chefs &amp; Head Cooks</td>
</tr>
<tr>
<td>35-2011.00</td>
<td>Cooks, Fast Food</td>
</tr>
<tr>
<td>35-2022.00</td>
<td>Cooks, Institution &amp; Cafeteria</td>
</tr>
<tr>
<td>35-2014.00</td>
<td>Cooks, Restaurant</td>
</tr>
<tr>
<td>35-9011.00</td>
<td>Dining Room &amp; Cafeteria Attendants &amp; Bartender Helpers</td>
</tr>
<tr>
<td>21-3011.00</td>
<td>First-Line Supervisors of Housekeeping &amp; Janitorial Workers</td>
</tr>
<tr>
<td>11-9091.00</td>
<td>Food Service Managers</td>
</tr>
<tr>
<td>43-4081.00</td>
<td>Hotel, Motel, &amp; Resort Desk Clerks</td>
</tr>
</tbody>
</table>

Can't find your occupation?
Let's find your apprenticeable occupation!

Search from the list of occupations registered with the U.S. Department of Labor

### Administrative and Support Services

Click on each occupation title to explore a description, alternative titles, related occupations, and occupations approved for use in a Registered Apprenticeship Program. Occupation titles and industry affiliations are based on the information provided by the Occupational Information Network (O*Net).

<table>
<thead>
<tr>
<th>O*NET Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>43-9031.00</td>
<td>Data Entry Keyers</td>
</tr>
<tr>
<td>43-5032.00</td>
<td>Dispatchers</td>
</tr>
<tr>
<td>45-4021.01</td>
<td>Fullers</td>
</tr>
<tr>
<td>33-1011.00</td>
<td>First-Line Supervisors of Housekeeping &amp; Janitorial Workers</td>
</tr>
<tr>
<td>43-4181.00</td>
<td>Human Resources Assistants</td>
</tr>
<tr>
<td>13-1071.00</td>
<td>Human Resources Specialists</td>
</tr>
<tr>
<td>51-9061.00</td>
<td>Inspectors, Testers, Sorters, Samplers, &amp; Weighers</td>
</tr>
</tbody>
</table>
Let's find your apprenticeable occupation!
Search from the list of occupations registered with the U.S. Department of Labor

Select Occupation
Apprenticeship Approach
Work Process Schedule
Related Instruction Outline
Probationary Period
Wages
Selection Procedures

BROWSE BY INDUSTRY
SEARCH BY OCCUPATION

Administrative and Support Services

Data Entry Keyers
- REGISTERED
Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.
O*NET Code: 43-9031.00

Data Entry Keyers
- REGISTERED
Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.
O*NET Code: 43-9031.00

Hotel, Motel, and Resort Desk Clerks
- REGISTERED
Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and preparing statements to and collecting payments from departing guests.

Ensure the occupation is highlighted in teal, then select "Add Occupation."
Let’s learn about your apprenticeship approach

How are you measuring the skill acquisition of an individual apprentice?

Select Occupation | Apprenticeship Approach | Work Process Schedule | Related Industry

- **Time-Based**
  - Measure skill acquisition through the individual apprentice’s completion of on-the-job learning.

- **Competency-Based**
  - Measure skill acquisition through successful demonstration of skills and knowledge.

- **Hybrid**
  - Measures skill acquisition through combined on-the-job learning and successful demonstration of competency.

Select type of program. You will see most programs have a competency-based model option.
Let's learn about your apprenticeship approach

How are you measuring the skill acquisition of an individual apprentice?

<table>
<thead>
<tr>
<th>Select Occupation</th>
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<th>Wages</th>
<th>Selection Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time-Based</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Competency-Based</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hybrid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By choosing this apprenticeship approach your estimated length will be updated to 2 Years.
Let's customize your work process schedule

A work process schedule consists of detailed work activities and the approximate amount of time the apprentice will spend in each task.

Enter the hours required for the apprentice to complete each work activity. The total hours can vary between 3000 and 5000 hours.

<table>
<thead>
<tr>
<th>Detailed Work Activities</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Check data for recording errors.</td>
<td>✔️</td>
</tr>
<tr>
<td>B. Provide information to coworkers.</td>
<td>✔️</td>
</tr>
<tr>
<td>C. Compile data or documentation.</td>
<td>✔️</td>
</tr>
<tr>
<td>D. Enter information into databases or software programs.</td>
<td>✔️</td>
</tr>
<tr>
<td>E. Verify accuracy of financial or transactional data.</td>
<td>✔️</td>
</tr>
<tr>
<td>F. Select resources needed to accomplish tasks.</td>
<td>✔️</td>
</tr>
<tr>
<td>G. Store records or related materials.</td>
<td>✔️</td>
</tr>
<tr>
<td>H. Maintain operational records.</td>
<td>✔️</td>
</tr>
<tr>
<td>I. Operate office equipment.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Total hours must be greater than 3000
No empty or 0 values are allowed

Add hours according to approved work process or within the 20% flexibility.
Let's customize your work process schedule

A work process schedule consists of detailed work activities.

You can customize your training plan by adding or modifying work activities and tasks. Apprentices will be evaluated by proficiency in each task.

<table>
<thead>
<tr>
<th>Detailed Work Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Check data for recording errors.</td>
</tr>
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<tr>
<td>G. Store records or related materials.</td>
</tr>
<tr>
<td>H. Maintain operational records.</td>
</tr>
<tr>
<td>I. Operate office equipment.</td>
</tr>
</tbody>
</table>

To delete pre-populated tasks, click X.

To add more tasks, select edit.
Let's add your training provider

The training provider is the organization who provides instructional course work related to the apprenticeable occupation.

Will your organization be the one providing related training?

Select One

Yes

No

CONTINUE
Let's add your training provider

The training provider is the organization who provides instructional course work related to the apprenticesable occupation.

Will your organization be the one providing related training?

Yes

Enter your training provider details below:

Training Provider

Name *
IWG Test

Address
1080 East University

City
Des Moines

State
Iowa

Zip
50309

Training Provider Contact

First Name
Katherine

Last Name
Pine

Telephone
(515) 805-7321

Email
katherine.pine@iowasac.org

This will auto-populate when RTI is provide in-house.
Let's add your training provider

The training provider is the organization who provides instructional course work related to the apprenticable occupation.

Will your organization be the one providing related training?

No

Enter your training provider details below:

Training Provider

Name *

Address

City

State

Zip

Training Provider Contact

First Name

Last Name

Telephone

Email

Complete information if provided outside of organization.
Select drop down and select occupation.
Let's add your probationary period

Every applicant selected for apprenticeship will serve a probationary period.

- During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing.
- After the probationary period, the apprenticeship agreement may be cancelled or suspended after reasonable opportunity for corrective action.
- The probationary period is typically calculated to be 25% of the length of the program, or 1 year, whichever is less.

How long (in hours) will your probationary period be?

1300

Your apprenticeship program has an approximate length of 4000 hours.
Let's start entering your wages
Apprentices must be paid a progressively increasing schedule of wages during their apprenticeship.

Select Occupation

<table>
<thead>
<tr>
<th>Entry Wage</th>
<th>Completion/Mentor Wage</th>
<th>Wage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.00</td>
<td>40.00</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

Click here to add more levels to your wage schedule

Wage schedules can vary based on the length and complexity of the apprenticeship. Use the table below to add all of the levels required for your wage schedule. The schedule of wages must increase consistent with the skills acquired by the apprentice.

<table>
<thead>
<tr>
<th>Level</th>
<th>Period</th>
<th>% of Mentor Wage</th>
<th>Duration (Hours)</th>
<th>Wage (Hourly)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
<td>100%</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Additional Wage Level

Select “Click Here to add more levels” to see detailed table of wage progression
Let's enter your selection procedures

How do you plan to select your apprentices?

Selection procedures are required no matter how many apprentices are registered in the program. Learn More

Examples of selection procedures include:

1. The Sponsor will follow standard company procedures for filling an open position from outside the company.
2. Once a list of qualified applicants is received, the sponsor will interview each candidate and forward its recommendations to Human Resources.
3. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

Selection Procedures

Enter Selection Procedures
Thanks Katherine!
Your occupation has been added to your program. You can add another occupation or continue to the next section.

<table>
<thead>
<tr>
<th>Select Occupation</th>
<th>Apprenticeship Approach</th>
<th>Work Process Schedule</th>
<th>Related Training</th>
<th>Probationary Period</th>
<th>Wages</th>
<th>Selection Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOTOCOMPOSING-PERFORAT-MA</td>
<td>O*NET SOC Code 43-9021.00</td>
<td>RAPIDS Code 0285C8</td>
<td>The apprenticeship is Competency Based.</td>
<td>The term of the apprenticeship is 0 Years with an OJ attainment of 0 Hours, supplemented by the minimum required 280 Hours (total) of related training plan.</td>
<td>The apprentice to journeyworker ratio is 1 Apprentice(s) to 1 Journeyworker(s).</td>
<td>The current hourly mentor/completion wage rate is $10.00.</td>
</tr>
</tbody>
</table>

If adding additional occupations, select “Add another occupation” and will start the process over with the selection of occupation page.
**OK, let's determine your minimum qualifications**

What are the minimum qualifications required for the apprentice to apply to your apprenticeship program?

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Related Training</th>
<th>Previous Experience</th>
<th>EEO Pledge</th>
<th>Affiliation</th>
<th>Disclosure Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Age (required)</td>
<td>Enter an age of at least 16 years.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver's License (optional)</td>
<td>Check if a valid driver's license is required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Requirements (optional)</td>
<td>For example, &quot;GED&quot;, or &quot;High School Diploma&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Requirements (optional)</td>
<td>For example, &quot;Physical Agility Test&quot;, or &quot;Screen for Illegal Drugs&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aptitude Tests (optional)</td>
<td>For example, &quot;Logical Reasoning&quot;, or &quot;Numerical Reasoning&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Qualifications (optional)</td>
<td>Enter the name of the aptitude tests being administered.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List all other requirements.
Let's find out more about your related training plan

Every apprentice is required to participate in related training plan in technical subjects related to the occupation.

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
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<th>Previous Experience</th>
<th>EEO Pledge</th>
<th>Affiliation</th>
<th>Disclosure Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will apprentices be paid for hours spent attending related training plan classes?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yes, Apprentices will be paid for hours spent attending related training plan classes.

No, Apprentices will not be paid for hours spent attending related training plan classes.

What is related training plan?
OK, now let's set up credit for previous experience

Apprentice applicants can seek credit for previous experience gained outside the supervision of the sponsor.

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim.

Do you have any additional requirements for the apprentice to receive credit for previous experience?

Choose One

Yes

No

CONTINUE
OK, now let's set up credit for previous experience

Apprentice applicants can seek credit for previous experience gained outside the supervision of the sponsor.

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim.

Do you have any additional requirements for the apprentice to receive credit for previous experience?

Yes

Enter any additional requirements below

If set to yes, the box below will add to the screen
Now let's add your Equal Opportunity Pledge

Equal Employment Opportunity pledges can be updated to apply to additional protected bases

**Equal Opportunities Pledge**

**I/O Test** will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

**Do you have any additional protected bases (as applicable per the sponsor's state or locality)?**

- No
- Yes

Choose One

CONTINUE
Now let's add your Equal Opportunity Pledge

Equal Employment Opportunity pledges can be updated to apply to additional protected bases

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Related Training</th>
<th>Previous Experience</th>
<th>EEO Pledge</th>
<th>Affiliation</th>
<th>Disclosure Agreement</th>
</tr>
</thead>
</table>

**Equal Opportunity Pledge**

IWO Test will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

Do you have any additional protected bases?

(as applicable per the sponsor’s state or locality)

Yes

Enter any additional protected bases below

If set to yes, the box will generate below.
Let's learn about any affiliations

Most apprenticeship programs are not affiliated with a union.

Is your program affiliated with a union?

- [ ] No
- [x] Yes

CONTINUE
Share your related training & instruction outline

Do you agree to share your outline with other potential apprenticeship sponsors?

---

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Related Training</th>
<th>Previous Experience</th>
<th>EEO Pledge</th>
<th>Affiliation</th>
<th>Disclosure Agreement</th>
</tr>
</thead>
</table>

Share your Related Training & Instruction Outline

Disclosure Agreement (optional)

- I agree to share my outline with other potential apprenticeship sponsors

CONTINUE
Thanks Katherine! Good progress!

Take a moment to look over your information below before submitting it to the U.S. Department of Labor for review.

Program Information

Program Type
- Local Apprenticeship Standards
- Single Employer

Program Contact Information
- Katherine Pine
  - Tel: (515) 465-7321
  - katherine.pine@iowad.edu

Program Information
- MID Test
  - 1000 East University, Des Moines, IA 50309 Polk County

Occupation Information
Occupation Information

PHOTOCOMPOSING-PERFORAT-MA

O*NET SOC Code: 43-9921.00  RAMPB Code: 6285CB

The apprenticeship approach is Competency-Based

The term of the apprenticeship is 3 Years with an OJ, attainment of 208 Hours, supplemented by the minimum required 208 Hours of related training.

The apprentice to journeyworker ratio is 1 Apprentice(s) to 1 Journeyworker(s).

The current hourly mentor/compensation wage rate is $100.00

Every applicant selected for apprenticeship will serve a probationary period of 1000 Hours

The selection procedures for this occupation are the following: Interviews and select best candidate

There are 9 detailed work activities.

The training provider is Iowa Test RTI

There are 1 subjects with a total instruction length of 208 Hours

Standards Information

Minimum Qualifications

- A valid driver's license is required
- An apprentice must be at least 16 years of age
Standards Information

Minimum Qualifications
- A valid driver's license is required
- An apprentice must be at least 18 years of age
- There is an educational requirement of High school diploma
- There is a physical requirement of Physical
- The following aptitude tests will be administered: Not applicable
- Other Qualifications: Clean driving record

Related Training Plan
- Apprentice will not be paid for hours spent attending related training plan classes

Previous Experience
- There are no additional requirements for an apprentice to receive credit for previous experience

Equal Opportunity Pledge
- NHOA Job will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.
- There are no additional protected bases

Affiliation
- No Affiliation
Equal Opportunity Pledge

WD Test will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

There are no additional protected boxes.

Affiliation

No Affiliation

Disclosure Agreement

I do not authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Ready to Submit?

Download and review your draft apprenticeship documents. If you agree with the standards go ahead and submit your apprenticeship program for review.

Your State Director will review the progress you’ve made so far, and reply with any feedback.

Once your program has been approved by the Department of Labor we will collect signatures from you and your program will be registered.

View your draft Apprenticeship Standards!
Below you’ll find all the documents for your apprenticeship standards.

Click “View your draft Apprenticeship Standards”.

Back

Save & Exit OK, I'm Ready to Submit
View your draft Apprenticeship Standards!
Below you will find all the documents for your apprenticeship standards:

- Boilerplate Standards
- Appendix A - 026CB
- Requirements Reference Guide

1. Click "Boilerplate Standards and Appendix A" links to download final products. Email both documents to RA Sponsor for review and set up a Standards Of Apprenticeship review with SME. Aim for 2-3 day turn around for review of the form.

2. Select "Save and Exit"
Hi Katherine, welcome back to Standards Builder!
We've saved all your info and we're ready to pickup right where we left off.

You're almost finished!

PICK UP WHERE I LEFT OFF

Apprenticeship Standards Created
OA Review
Apprenticeship Standards Accepted

View your draft Apprenticeship Standards!
Browse through all the documents for your apprenticeship standards.
Thanks Katherine! Good progress!

Take a moment to look over your information below before submitting it to the U.S. Department of Labor for review.

Program Information

Program Type
- Local Apprenticeship Standards
- Single Employer

Program Contact Information
- Katherine Pine
  - (515) 605-7321
  - katherine.pine@iowadot.gov

Program Information
- TBD Text
  - 1000 East University Des Moines, IA 50309 Polk County

Occupation Information

Click "Review" when ready to submit.
View your draft Apprenticeship Standards!
Below you'll find all of the documents for your apprenticeship standards:
- Boilerplate Standards
- Appendix A - 0285CB
- Requirements Reference Guide

Final step: Submission should only occur after the Standards of Apprenticeship review has been completed and Sponsor has approved and ready for signature.
U.S. Department of Labor, Office of Apprenticeship sent you a document to review and sign.

REVIEW DOCUMENT
Hi [Name]

Your apprenticeship program [Program Name] has successfully been registered in RAPIDS.

[Link to View My RAPIDS Program]

Use the button above to log in to RAPIDS and start registering your apprentices!

This is a System-Generated email. For Technical Assistance please contact Apprenticeship.ITHelp@dol.gov