

**Appendix B**  
**ETA-671 Apprenticeship Agreement**  
**AER Sponsor Manual**



**APPRENTICE REGISTRATION-SECTION II**

OMB No. 1205-0223 Expires: 01/31/2012

**Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 22)**

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE**

1. Name (Last, First, Middle) and Address      *Social Security Number  (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B ( <b>Voluntary</b> ) (Definitions on reverse)  4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran  6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		
7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> Job Corps <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry: _____			
8. Signature of Apprentice      Date	9. Signature of Parent/Guardian (if minor)      Date		

**PART B: SPONSOR:**

10. Sponsor Program No.  Sponsor Name and Address (No. Street, City, County, State, Zip Code)	11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).		
	11b. Occupation Code	12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)
	14. Credit for Previous Experience (Hrs., Mos., Yrs.)	15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprenticeship Begins
17a. Related Instruction (Number of Hours Per Year)	17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	17c. Related Training Instruction Source	

18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ \_\_\_\_\_    Apprentice's Entry Hourly Wage 18b. \$ \_\_\_\_\_    Journeyworker's Hourly Wage 18c. \$ \_\_\_\_\_

Check Box	Period 1	2	3	4	5	6	7	8	9	10
18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

19. Signature of Sponsor's Representative(s)      Date Signed	21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
20. Signature of Sponsor's Representative(s)      Date Signed	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

22. Registration Agency and Address	23. Signature (Registration Agency)	24. Date Registered
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25. Apprentice Identification Number (Definition on reverse):

**Item 4.a. Definitions:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**Adult.** Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

**Youth.** Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

**Dislocated Worker.** Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**HUD/STEP-UP.** Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

**Item 18. Wage Instructions:**

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

**Note:** 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example - 3 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

**Example - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

**Item 21.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

**Item 25. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C.. 20210. (Paperwork Reduction Project 1205-0223).



# SPONSOR QUICK START GUIDE

The purpose of this RAPIDS Sponsor’s Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

**Table of Contents**

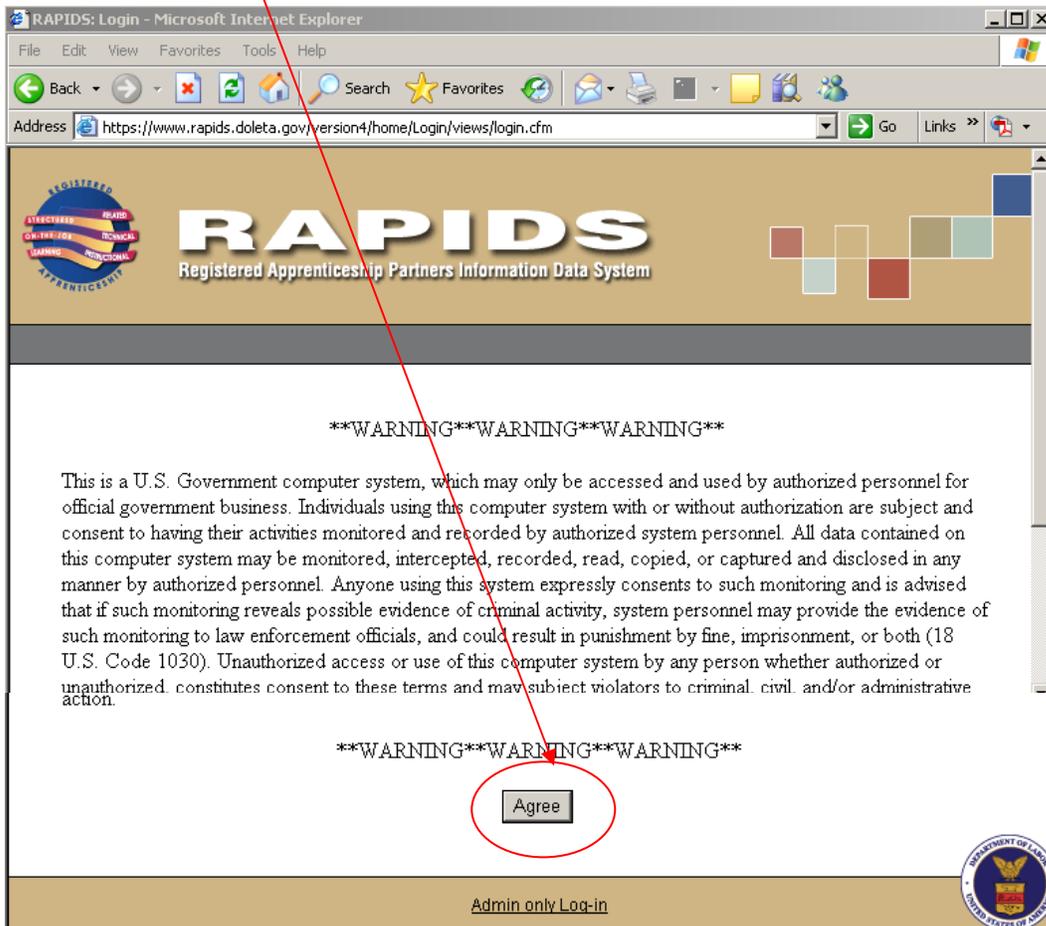
**1.1 Accessing the RAPIDS System..... page 6**  
**1.2 Log-in..... page 7**  
**1.3 Register Apprentice..... page 9**  
**1.4 Complete Apprentice..... page 12**  
**1.5 Cancel Apprentice..... page 15**

## 1.1 Accessing RAPIDS Website

**Note:** Before beginning the training session, please set up your computer and be ready for the training.

To access RAPIDS:

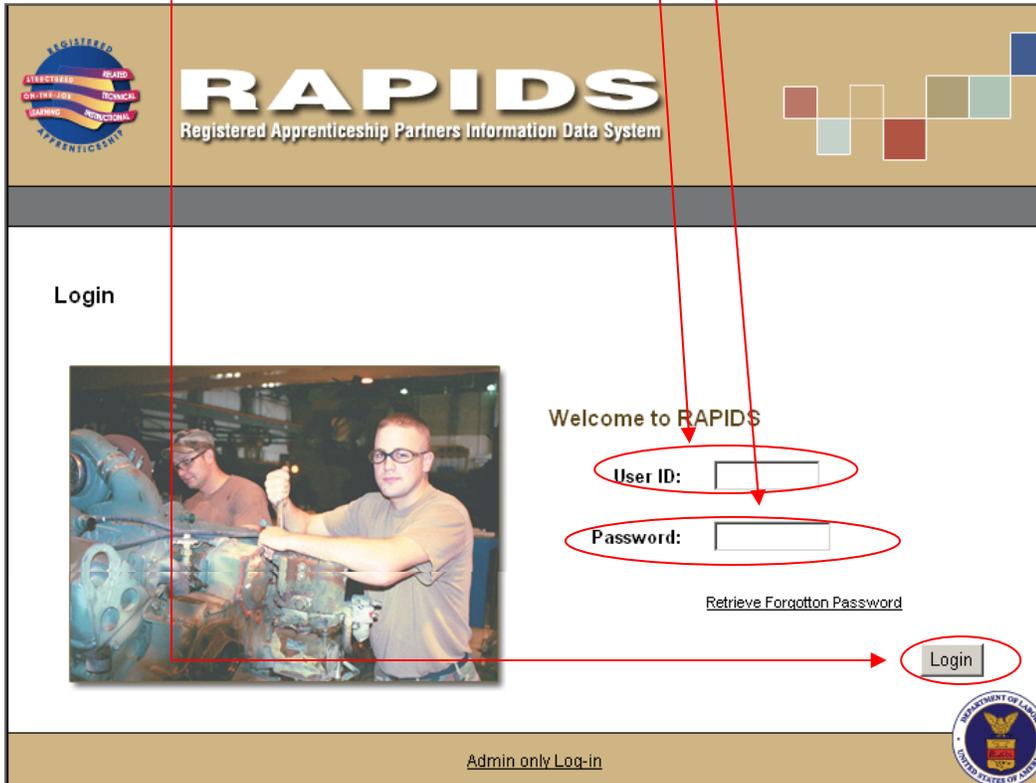
1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box: <https://www.rapids.doleta.gov>
2. The “Security Warning Message” screen appears.
3. Click **Agree**.
4. The RAPIDS login screen appears



## 1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the USER ID box.
2. Enter the password that was assigned to you in the Password box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.



The screenshot shows the RAPIDS login interface. At the top left is the logo for Registered Apprenticeship Partners Information Data System (RAPIDS), which includes the text "REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM" and "REGISTERED APPRENTICESHIP". The main header features the word "RAPIDS" in large white letters on a brown background, with "Registered Apprenticeship Partners Information Data System" underneath. To the right of the header is a decorative graphic of colored squares. Below the header is a "Login" section. On the left is a photograph of a worker in a factory setting. To the right of the photo, the text "Welcome to RAPIDS" is displayed. Below this are two input fields: "User ID:" and "Password:", both circled in red. A link for "Retrieve Forgotten Password" is located below the password field. At the bottom right of the login section is a "Login" button, also circled in red. A red arrow points from the "Login" button to the "Admin only Log-in" link at the bottom center of the page. The bottom right corner features the logo of the Department of Labor, United States Department of Labor.

**Result:** The Home page will display, as shown below:



Welcome, SP02656( [Logoff](#)) | [Help](#)

# RAPIDS

Registered Apprenticeship Partners Information Data System

Home
Programs
Apprentices

General
My Profile

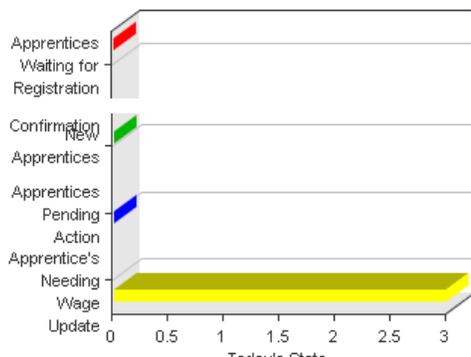
Search:  For:   [Advanced Search](#)

**Welcome, LARRY STARR (Program Sponsor)**

### Performance At A Glance

**Today's Stats: Larry Starr**

Apprentices Waiting for Registration Confirmation:	0
Apprentices Registered Today:	0
Incomplete Registrations:	0
Apprentices with changes pending:	0
Apprentice's Needing Wage Update:	3



**Totals (Fiscal Year to Date)**

Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
AK000710001	1	0	10	0	0	1

**Quick Links**

- [Register an apprentice](#)

**What's New**

[Privacy Policy](#) | [Accessibility](#) | [Help](#) | [0\\*Net](#) | [Logoff](#)



## 1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.

Welcome, SP64619( [Logoff](#) ) | [Help](#)

# RAPIDS

Registered Apprenticeship Partners Information Data System

Home Programs Apprentices

Register Complete Cancel

Search: Apprentices For:  Go [Advanced Search](#)

Please select a program

**Apprentices**

Program:

Occupation:

List Apprentices that are  Active  Inactive  Pending Registration  Incomplete Registration

[Privacy Policy](#) | [Accessibility](#) | [Help](#) | [0\\*Net](#) | [Logoff](#)

This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign

To create a new apprentice record, follow the steps for each section below:

**Note:** Entry is required in all fields with an asterisk (\*) beside the field name.

### On the Program & Occupation Section

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.

1 Program & Occupation 2 Name & Address 3 Ethnicity, Race, Education 4 RTI Information 5 Confirm & Sign

Programs & Occupation

Choose Program: \*

Choose Occupation: \*

\* denotes required fields

[Privacy Policy](#) | [Accessibility](#) | [User Feedback](#) | [Help](#) | [0\\*Net](#) | [Logoff](#)

## Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

**Apprentice Registration**

Last Name: SDFGV, First Name: SDV ID: AK07N003570

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Program & Occupation	Name & Address	Ethnicity, Race, Education	RTI Information	Confirm & Sign

**Program & Occupation**

A-1 CONSTRUCTION

**Sponsor:** 7483 CHEBOYGAN STREET  
ALANSON, MI 49706

**Sponsor Program No:** MI009990013

**Trade/Occupation:** CARPENTER

**Occupation Code:** 0067

**Term:** 8000 Hours

**Probationary Period:** 1000 Hours

**Name and Address of Sponsor Designee to Receive Complaints(if applicable)**

**Designee:** No Designee Information for this Project

**Name Information**

**Last Name:** SDFGV  
**First Name:** SDV  
**Middle Name:**  
**SSN:**  
**Apprentice ID:** AK07N003570

**Address Information**

**Address:** SDFGV  
**City:** SDFGV  
**State:** AK  
**Zip Code:** 99999  
**Phone:**  
**E-mail:**  
**Date of Birth:** 01/01/1981  
**Gender:** Male

**Ethnicity, Race, Veteran Status, Education**

**Ethnic Group:** Hispanic

**Race:** Black

**Veteran Status:** Non-Veteran

**Education Level:** High School Graduate

**Career Linkage**

Military

**Related Training Information**

**Related Training Instruction Provider:** AMERICAN FIRE SPRINKLER ASSOC.  
**Total Length of Instruction:** 8000 Hours/Year  
**Are Wages Paid During Instruction?** Wages not paid  
**Hours Instruction Provided:** During Non-Work Hours  
**Term Length:** 8000 Hours  
**Probationary Period:** 1000 Hours  
**Credit for Previous Experience:** 50 Hours  
**Credit for Previous RTI:** 50 Hours  
**Term Remaining:** 7950 Hours  
**Date Apprenticeship Begins:** 05/24/2007

The screenshot shows a web-based registration form for an apprentice. It is divided into several sections:

- Wages:** A table showing wage rates: Prior Apprenticeship Wages: 5.75 / Hour, Apprentice's Entry Wages: 8.00 / Hour, and Journeyworker's Wages: 8.00 / Hour. An 'Update' button is located to the right.
- Current Status Information:** Shows 'Status: Incomplete Registration' and 'Status Last Updated: 05/16/2007'.
- Electronic Signature:** A section with the text: 'Sign this registration by clicking the box below. By signing here you are acknowledging that the information you have entered is accurate.' Below this, it says 'JAMES DEMERCADO - MI010' and has an unchecked checkbox labeled 'Electronic Signature'.
- Action:** A button labeled 'Save & Complete Registration Request' is centered below the signature section.
- Footer:** A navigation bar with links for 'Privacy Policy', 'Accessibility', 'User Feedback', 'Help', and '0\*Net! Logout', along with a logo for the International Union of Painters and Allied Trades.

Two red arrows are overlaid on the image: one points from the 'Electronic Signature' checkbox to the text 'check the Electronic Signature box' in the instruction below, and the other points from the 'Save & Complete Registration Request' button to the text 'click the Save & Complete Registration Request button' in the instruction below.

To complete the registration, **check the Electronic Signature box**, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

**Note:** After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

## 1.4 Complete Apprentice

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprentice tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.

Search: Apprentices For: Type your text here after selection Go Advanced Search

**Complete Apprentices**

Program: ABC ALASKA (AK000990003)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 319 Rows per page: 10 Page ▶

Select one or more Apprentices to: Review for Completion

Select All	No.	Id ▲	Name ▲	Indenture Date ▲	Occupation ▲	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.

Search: Apprentices For: Type your text here after selection Go Advanced Search

**Complete Apprentices**

Program: AK HEAT & FROST INSULATORS JAT (AK000710001)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 10

Select one or more Apprentices to: Review for Completion

Select All	No.	Id ▲▼	Name ▲▼	Indenture Date ▲▼	Occupation ▲▼	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK06N003555	NIXON, JACK	11/01/2006	INSULATION WORKER - 0909	\$22.32	\$26.15	04/23/2007	
<input type="checkbox"/>	2	AK06N003557	AYAY, RYAN	11/01/2006	INSULATION WORKER - 0909	\$19.13	\$19.61	03/10/2007	

## Result: System displays the Complete Apprentices form

### Complete Apprentices

#### Program

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
P.O. BOX 203212  
ANCHORAGE, AK 99520

**Sponsor Program No.:** AK000710001

#### Apprentices

No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)

\* denotes required fields

Save & Submit Completion

Quit

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name from the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

**Result:** The system will display the completed record(s) on the list

Version 4: Apprentice - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://166.97.4.153/version4/apprentices/rais/home.cfm?raisact=aapp.filterList

Search Register Transfer Complete Cancel Approve

Search: Apprentice For: Go Advanced Search

By: Apprentice ID Last Name

**Apprentices**

Show: My Programs All Programs

State: MI

Program: 2K TOOL (MI010050018)

Occupation: All Occupations.....

Filter Reset

List Apprentices that are  Active  Pending  Inactive

Rows 1 to 1 of 1 Rows per page: 10

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI05N008706	SMITH, KEVIN	MI010050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

Internet

## 1.5 Cancel Apprenticeship

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the Apprentices tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.

The screenshot shows the 'RAPIDS: Apprenticeship (TEST) - Microsoft Internet Explorer' browser window. The address bar shows the URL: <http://166.97.4.153/version4/raishome.cfm?raisact=Appc.cancelList>. The navigation tabs include Home, Programs, and Apprentices. The 'Apprentices' tab is active, and the 'Cancel' sub-tab is selected. The page title is 'Cancel Apprentices'. Below the title, there are search filters for 'Program' (set to 'ABC ALASKA (AK000990003)') and 'Occupation' (set to 'All Occupations.....'). There are 'Filter' and 'Reset' buttons. Below the filters, it says 'Rows 1 to 10 of 320' and 'Rows per page: 10'. A 'Page' button is visible. The main content area has a 'Select one or more Apprentices to:' label and a 'Review for Cancellation' button. Below this is a table with the following columns: 'Select All', 'No.', 'Id', 'Name', 'Indenture Date', 'Occupation', 'Starting Wage', 'Current Wage', 'Current Wage Date', and 'Preview'. The table contains one row of data:

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

**Result:** System displays the Cancel Apprentice form

Home Programs **Apprentices**

Register Complete **Cancel**

Search: Apprentices For: Type your text here after selection Go Advanced Search

### Cancel Apprentice

**Program**

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
P.O. BOX 203212  
ANCHORAGE, AK 99520

**Sponsor Program No.:** AK000710001

**Apprentices**

No.	Id	Name	Occupation	Exit Wage
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00

**Cancellation Information**

**Cancellation Date:** \*  (Ex. MM/DD/YYYY)

**canceled in Probation Period?** \*  Yes  No

**Appeal Rights Explained?** \*  Yes  No

**Requested by?** \*  Sponsor  Apprentice

**Reason for Cancellation:** \* Choose one...

\* denotes required fields

Submit Cancellation Quit

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

3. Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
4. Check whether the apprentice is being cancelled within his/her Probation Period.
5. Check whether the apprentice's Appeal Rights were explained.
6. Select the Reason for Cancellation from the drop-down list.
7. Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.