RAIS Electronic Registration

ATR User's Manual

July 06, 2006
Revision 2

The website for the On Line Registration system is:

https://www.rais.doleta.gov/eform_appr/login.cfm

Tip for Sponsors: for faster access to the system, it is recommended that you add this web address to your Favorites or bookmark it.

The screen to the left illustrates the page that will appear after the user enters the URL address above.

The Sponsor will receive a reference number from the ATR. This number will be used along with the sponsor program number to access the system.

When an ATR registers a program, the system automatically generates an org id which consists of 1 alpha and 5 numeric characters as shown below. This is the Sponsor's Reference Number.

Organization	AA ELECTRIC		**Org ID**	S01948	
Address	2730 GLACIER DRIVE		**Loc ID**	L001	
City	ANCHORAGE	**State**	AK	**Zip Code**	99508

To begin, enter the Reference Number as provided by the ATR into the box Titled **Reference Number** and press the **Login** button

The next screen that will appear is Welcome Page which contains a summary of apprentice registrations (see next page)

WELCOME TO APPRENTICE REGISTRATION

Notice on the left column there are four main links, which when clicked on will bring you to the associated action -- Register Apprentice, Retrieve Apprentice, Home (which brings up the page shown below) or Logoff (which brings up page shown on the previous page).

In addition to the four main links, there are three status links in the center of the home page shown here that allows the user to view apprentices waiting for registration confirmation (link 1), apprentices registered in RAIS (link 2) and apprentice registrations pending action (link 3).

Below the three status links is the summary table (shown here in gray), which provides the following information:

Total Active Apprentices
Total New Occupations FY to Date
Total Active Apprentices
Total New Apprentices FY to Date
Total Completers FY to Date
Total Suspend FY to Date.

Each total includes all apprentices registered in RAIS and through e-registration.

Clicking on the link **Register Apprentice** as shown below in the left-hand vertical column, will bring up the screen on the next page.

Registered Apprenticeship Information System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://166.97.4.152/EFORM_APPR/WelcomePage.cfm?pass_index=0&CFID=131&CFTOKEN=81171561 Go Links

REGISTER APPRENTICE

RETRIEVE APPRENTICE

HOME

LOGOFF

APPRENTICE REGISTRATION

WELCOME TO APPRENTICE REGISTRATION

Good Day, LONG BEACH NAVAL SHIPYARD(S21327)
Here are your current statistics as of today's date 08/18/2004

To review EFORM registered apprentices, please click the following link
0 Apprentices Waiting For Registration Confirmation
0 Apprentices E-registered in RAIS
0 Apprentice Registrations Pending Action

To retrieve or review apprentices in RAIS, please click the following link

Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Completers FY To Date	Total Suspend FY To Date
CA002680001	18	0	11	0	0	0

Done Trusted sites

Start AIMS3@ETADB2.DO... Union Meeting RAIS Electronic Regi... Registered Appre... 2:43 PM

REGISTER NEW APPRENTICE

REGISTER NEW APPRENTICE

Select the occupation to register apprentice

Program ID:ME*********	Date:01/27/1986	Name:PORTSMOUTH NAVY YARD CODE 908A
Location:1	Address:PORTSMOUTH, NEW HAMPSHIRE	City:PORTSMOUTH State:NH Zip Code:03804
Occupation: 0023	Title:AUTOMOBILE MECHANIC	
Occupation: 0040	Title:BOILERMAKER	
Occupation: 0041	Title:BOILERMAKER II	
Occupation: 0124	Title:DIESEL MECHANIC	
Occupation: 0159	Title:ELECTRICIAN	
Occupation: 0170	Title:ELECTRONICS MECHANIC	
Occupation: 0186	Title:PLASTICS FABRICATOR	
Occupation: 0264	Title:JOINER (SHIP & BOAT BLDG.)	

Back

Note: If the program has more than one occupation, the list of occupations will be displayed, as illustrated here to the left.

To continue, click on a link to register apprentices in a specific occupation. Once the link is clicked, the Apprenticeship Agreement Form 671 will display as shown on the next page.

What to know about the form 671 shown on the next page

* Fill in items 1-7
* Items 10-13 is migrated from Sponsor data information
* Item 14 is Credit; Item 15 is the difference between total hours and the credit
* Complete Item 16
* Item 17a is migrated as Total Hours
* 17b needs sponsor action
* 17c is migrated from data information
* 18a, b, c & d need to be verified by Sponsor
* Item 21 Name and Address of designee to receive complaints must be completed
* When the applicable information is entered into the form, click Submit.
* Items 22 – 24 are filled in by the ATR
* Item 25 is system generated.
* The sponsor fills in the registration form and presses the 'SUBMIT' button The sponsor then can print out a copy for their records (optional). This button is located at the top right-hand corner of the form. The sponsor must then press the 'SUBMIT' button again (located at the bottom of the form) to send it to the ATR.

Sponsor may continue to register more apprentices in the same occupation or in another occupation.

REGISTER NEW APPRENTICE

Program Registration and Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration

APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 10/31/2008

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 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), Address (No., Street, City, State, Zip Code), and *Social Security Number (Voluntay - See Reverse).

Last Name:
First Name:
Middle Initial:
SSN: Not Provided ☐
Address:
City:
State: CO
Zip Code: -

2. Date of Birth(Mo., Day, Yr.)

3. Sex (Mark one) ☐ Male ☐ Female

Answer Both A and B **(Voluntary)** (Definitions on reverse)

4. a. Ethnic Group (mark one)
☐ Hispanic or Latino
☐ Not Hispanic or Latino

b. Race (Mark one or more)
☐ Am. Indian or Alaska native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

5. Veteran Status (Mark one)
☐ Non Veteran
☐ Veteran

6. Education Level (Mark one)
☐ 8th grade or less
☐ 9th to 12th grade
☐ GED
☐ High School Graduate
☐ Post Secondary or Technical Training

7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)

☐ None ☐ Adult ☐ Youth ☐ HUD/STEP-UP ☐ School-to-Registered-Apprenticeship
☐ Incumbent Worker ☐ Job Corps ☐ Dislocated Worker ☐ Direct Entry:

8. Signature of Apprentice Date

9. Signature of Parent/Guardian(if minor) Date

PART B: TO BE COMPLETED BY SPONSOR.

10. Sponsor Program No. **CO003910011**
Sponsor Name and Address(No. Street, City, County, State, Zip Code)

UNITED POWER, INC. JAC
PO BOX 929
BRIGHTON, CO 80601

11a. Trade/Occupation (The work processes listed in the standards are part of this agreement)
ELECTRIC METER REPAIRER

11b. Occupation Code	12. Term (Hrs.,Mos.,Yrs.)	13. Probationary Period (Hrs.,Mos.,Yrs.)
0151	8000	1000

14. Credit for Previous Experience(Hrs., Mos., Yrs.)	15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprentice-ship Begins
0	8000	

17a. Related Instruction (Number of Hours Per Year)	17b. Apprentice Wages for Related Instruction	17c. Related Training Instruction Source
0	☐ Will be paid	UNITED POWER, INC. JAC

	☑ Will not be paid	

18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wages: $

18b. Journeyworker's Hourly Wages: $

18c. Apprentice's Entry Hourly Wages: $

	Period 1	2	3	4	5	6	7	8	9	10
18d. Term (Hrs.,Mos.,Yrs.)	6	6	6	6	6	6	6	6	0	0
18e. Wage Rate (Mark one) ☑ % or $	75.00	79.00	81.00	84.00	87.00	90.00	92.00	94.00		

19. Signature of Sponsor's Representative(s) Date Signed	21. Name and Address of Sponsor Designee to Receive Complaints(if applicable) Designee: UNITED POWER, INC. JAC Address: PO BOX 929 City: BRIGHTON State: CO Zip: 80601 -
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

25. Apprentice Identification Number (Definition on reverse):

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Submit Back Home

The ATR reviews the registration information to ensure that it is complete. If it is, the ATR will approve it. If the form is incomplete or has an error, the ATR will not confirm the registration and will notify the Sponsor that corrections must be made in order to complete the registration.

NOTE: Signatures are NOT required at this time

Next Step for the Sponsor After a Registration is Submitted to the ATR for Approval

* Log on to RAIS Electronic Registration to view apprentice registration status.

* If the ATR determines the form is complete, the ATR will approve it. If the form is incomplete or has an error, the ATR does not confirm the registration and notifies the Sponsor that corrections must be made in order to complete the registration. If the registration needs correcting, the Sponsor can log onto e-registration and click the link titled, "Apprentice Registrations Pending Action" to make the needed corrections. Once the corrections have been made, the Sponsor re-submits the registration to the ATR.

* Once the ATR approves the registration, the Sponsor logs onto e-registration, prints the registration form, the Sponsor and apprentice sign it and the Sponsor mails a copy to the ATR.

Next Steps for an ATR After a Registration is Submitted to the ATR for Approval

1. The ATR logs onto RAIS. If the ATR has registrations to approve or sponsor registered apprentices that have a status change, a link will appear on the ATR's home page below there Welcome Stats.

You have E-Registered Apprentices. Please click here to review.

2. The ATR clicks the link and the list of apprentices to approve will appear. The ATR will click on a name and the completed 671 form will display for the selected apprentice.

APPROVE E-REGISTERED APPRENTICES
Select the apprentice that you want to approve

Program ID: AK000940001			
Occupation	**Name**	**SSN**	**Birth Date**
0607	LARRY BROWN		04/29/1966
	LARRY GREEN		04/29/1966

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PART C: TO BE COMPLETED BY REGISTRATION AGENCY.

22. Registration agency and address	23. Signature (Registration agency)	24. Date registered
Agency:		08/23/2004
Address:		
City:		
State: Zip: -		

25. Apprentice Identification Number (Definition on reverse):

For the Privacy Act, the Records Maintenance Authority and OMB Disclosure statements, see reverse side.

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Approve | Decline | Back | Home

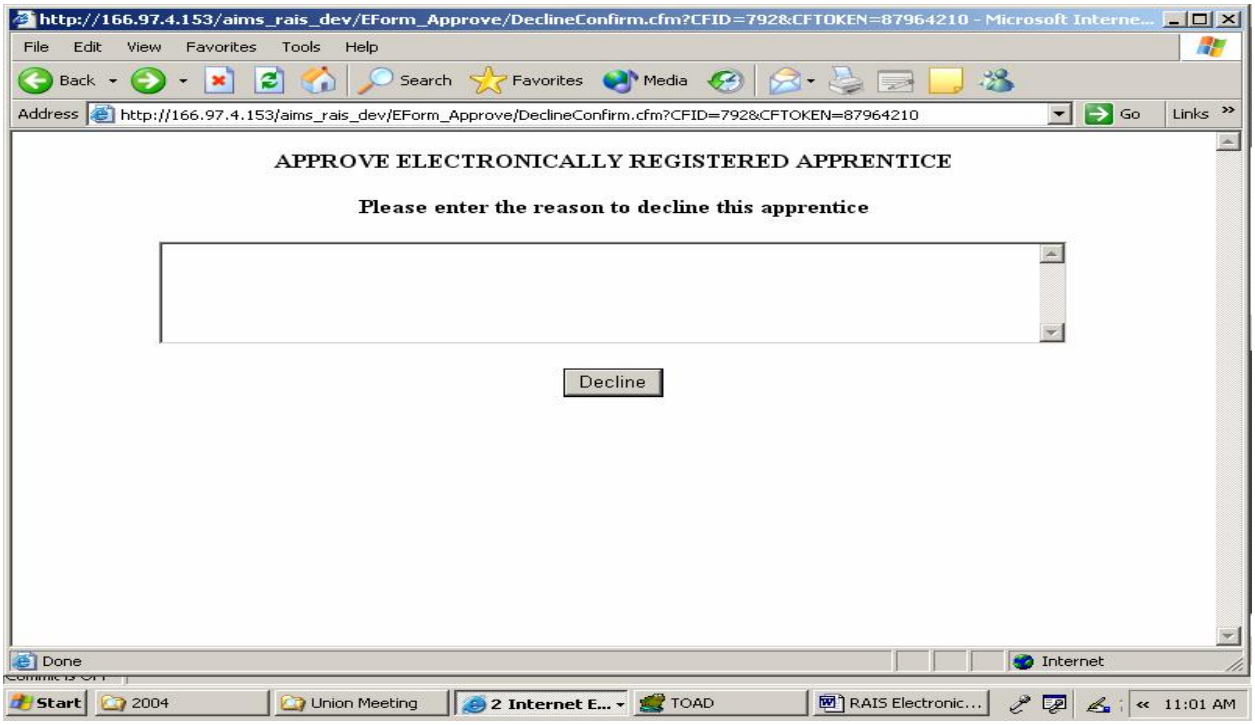
3. The ATR enters address information in #22.

4. The ATR reviews the registration and will either approve it or decline it by clicking one of the buttons shown above.

   a. If the ATR approves the registration, the ATR clicks the 'Approve' button. The 671 form will display again and ask the ATR to verify the approval by clicking the

'Approve' button again. If you want to make a copy, you must do it at this time. Use the "Print" command in upper right hand corner of the form. Once the user clicks the final 'Approve' button, the registration is then recorded permanently in the RAIS database. The next day, the ATR Welcome Stats will reflect the approved e-registrations. This will be in addition to the apprentices registered through RAIS.

b. If the ATR declines the registration, then the ATR clicks the 'Decline' button. The ATR may then enter a reason and click the 'Decline' button and the confirmation page stating the apprentice registration is declined will appear (see below and on the next page). The registration stays in the temporary database until it is approved by the ATR.



5. Once the approval or decline actions are completed, the Sponsor will see the results on their Status page when they log on. When an apprentice is registered by a Sponsor, the count is added to the 'Apprentices Waiting for Registration Confirmation.' When an apprentice is approved, the count is added to 'Apprentices E-Registered in RAIS.' When an apprentice is declined, the count is added to 'Apprentice Registration Pending Action.' When there is a count change, one is increased and one is decreased. If the registration is declined, the Sponsor will make the needed corrections and submit the registration to the ATR again. The ATR will be notified by the link re-appearing below their Welcome Stats.

To review EFORM registered apprentices, please click the following link
0 Apprentices Waiting For Registration Confirmation
0 Apprentices E-Registered in RAIS
0 Apprentice Registrations Pending Action

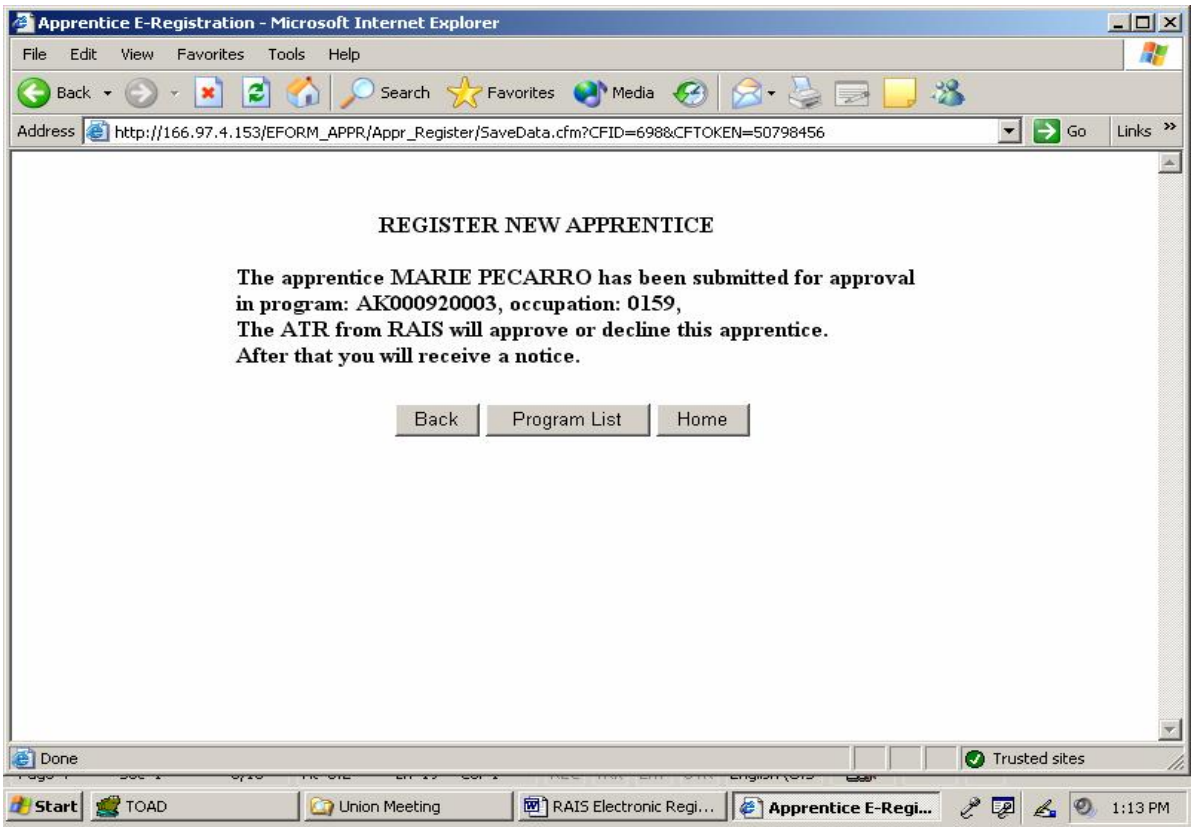
To retrieve or review apprentices in RAIS, please click the following link

Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Completers FY To Date	Total Suspend FY To Date
AK000930004	1	0	2	0	0	0

Registered New Apprentice (Sponsor)

When the registration is submitted to the ATR, the message below will appear on the Sponsor's page. At this point there are three selection buttons for the Sponsor. "Back" will take the user back to the same registration page just submitted. The sponsor may register another apprentice in the same program and occupation. All the program and occupation information is already populated and the sponsor needs only to enter the apprentice information for the same program and occupation.

If the sponsor wants to register apprentices in another occupation, they must choose the, "Program List" which will allow the user to select another occupation in which to register apprentices. "Home" will take the user back to their status links.



Viewing Apprentices Waiting For Registration Confirmation (Sponsor)

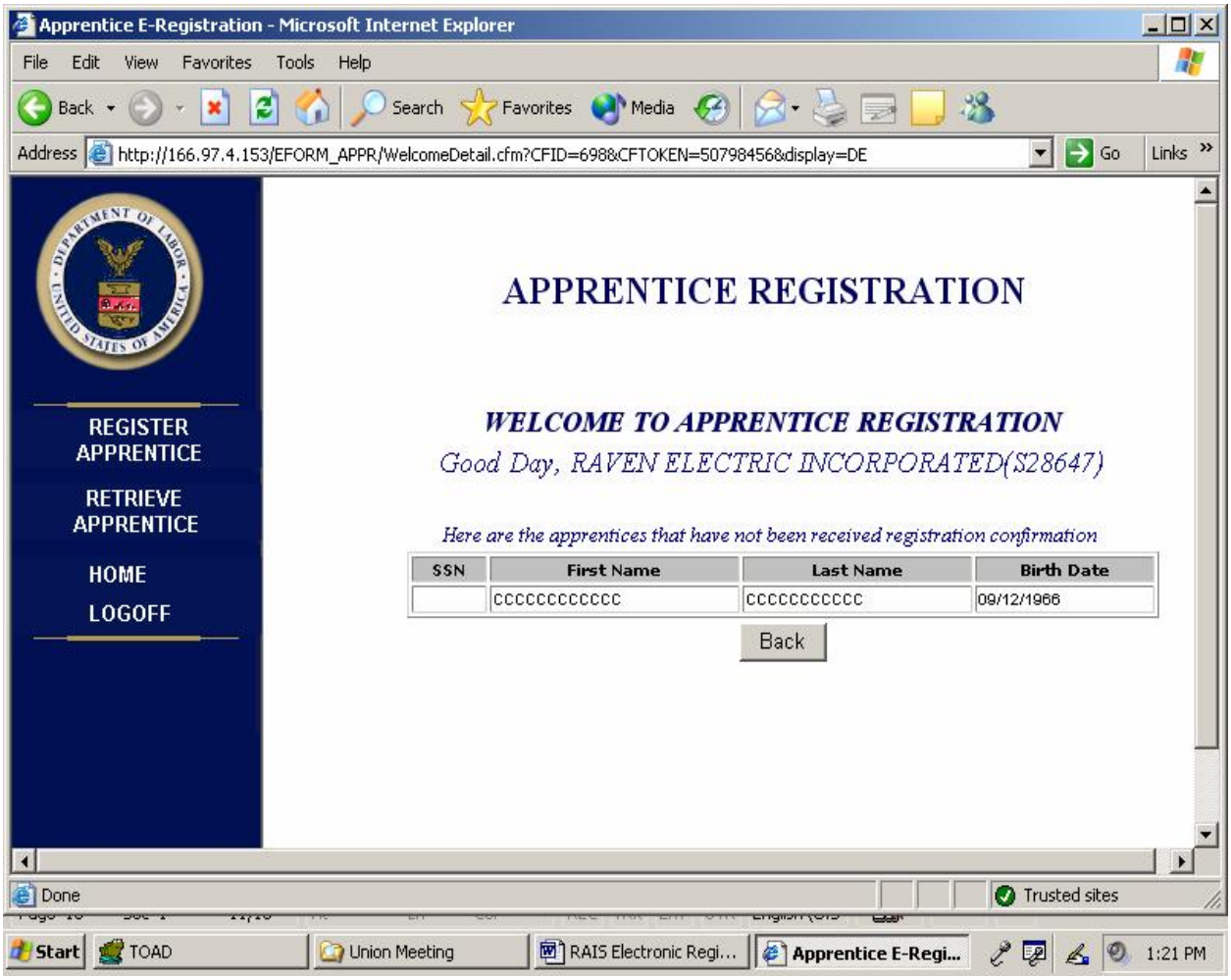
Upon clicking the link *Apprentices Waiting for Registration Confirmation***, the screen below will display.** If the apprentice did not give their social security number (as in the example below), that field will be blank.

Viewing Apprentices E-registered in RAIS (Sponsor)

Upon clicking the link *Apprentices E-registered in RAIS*, the screen below will display.
Once the apprentice is approved by the ATR, the apprentice is assigned an ID number as shown below. If the apprentice provided their social security number, that would display also.
In the example, the SSN was not provided, so it is blank.

Viewing Apprentice Registrations Pending Action (Sponsor)

Clicking the link *Apprentice Registrations Pending Action*, the screen below will display.
If the apprentice provided their social security number, that would display also.
In the example, the SSN was not provided, so it is blank.



Retrieve Apprentice (Sponsor)

This function allows the sponsor to view apprentice information and perform status changes for an apprentice once they are approved by the ATR for registration.

On the left-side navigation bar, click the Retrieve button which will bring up the list of apprentices as shown below. Click on one of the names, and the apprentice information will display on the screen as shown on the next page.

RETRIEVE EXISTING APPRENTICE

Select the apprentice to retrieve or update

EFORM APPRENTICES				
Program ID: AK000920003				
Occupation	Name	SSN	Birth Date	Status
0159	CCCCCCCCCCCC CCCCCCCCCCC		09/12/1966	Declined
0159	MARIE PECARRO		12/31/1967	Registered

RAIS APPRENTICES					
Program ID: AK000920003					
Occupation	Apprentice ID	Name	SSN	Birth Date	Status
0159	AK04N001253	GARY GREEN		03/30/1966	Registered
0159	AK96E001988	DRAGAN BOSNJAK	574-05-9462	02/18/1970	Registered
0159	AK96E003334	KYLE T. DAVIS	574-62-4124	04/01/1976	Suspended
0159	AK98E001540	ROCKLYN D. DEWALL	541-86-2508	08/06/1972	Registered
0159	AK98E002803	NORMAN B. HATCHER	574-50-4829	02/22/1962	Suspended
0159	AK98E004018	COREY LORAH	574-84-7161	09/14/1977	Registered

Back

To perform an action for an apprentice, click one of the action buttons Suspend, Reinstate, Cancel, Complete, Update, Back, and Print Apprenticeship Agreement are at the bottom. The actions Suspend, Reinstate, Cancel, Complete and Update are all forwarded to the ATR through RAIS for approval. To make a change to the apprentice address or other information, click the Update button. To extend the completion date for an apprentice enter the extended completion date in the input box provided along with the reason for extension.

Once approved by the ATR, the RAIS system saves the new registration and all subsequent status changes to the RAIS permanent database.

Apprentice information (Retrieve Function)

SSN	NOT PROVIDED		
Apprentice ID	AK96E001988	**Race**	WHITE
Last Name	BOSNJAK	**Ethnic Group**	
First Name	DRAGAN	**Veteran Status**	NON-VETERAN
Middle Name		**Education**	HIGH SCHOOL OR GREATER
Address	1200 COLUMBINE #G50	**Expected Completion**	09/26/2000
City	ANCHORAGE	**Completion Extension**	
State	AK	**Reason For Extension**	
Zip Code	99508	**Indentured**	09/17/1996
Date of Birth	02/18/1970	**Registered**	09/17/1996
Sex	MALE	**Re-Indentured**	
Phone		**Re-Registered**	
Prisoner	No	**OJT Credit**	0 **hours**
Email		**RTI Credit**	0 **hours**
Apprentice Wage Information:			
Starting Wage		**Starting Wage Date**	
Exit Wage		**Exit Wage Date**	
Apprentice Current Status Information:			
Program	AK000920003	Occupation	0159 - ELECTRICIAN
Last Status	REGISTERED	Status Date	09/17/1996

Suspend | Reinstate | Cancel | Complete

Update | Back | Print Apprenticeship Agreement

CHANGE APPRENTICE STATUS (Sponsor)

When a user clicks one of the buttons -- Suspend, Reinstate, Cancel, or Complete -- one of the screens shown below and on the next three pages will appear. The user will enter the date of the status and any other information pertinent to the status. For Cancel and Complete, an exit wage for the apprentice is required. Once the user has entered that information, the user clicks the button to finish the action. The user will receive a confirmation page that the status has been submitted.

Suspend Apprentice

Reinstate Apprentice (Sponsor)

Cancel Apprentice (Sponsor)

Apprentice E-Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://166.97.4.153/EFORM_APPR/Appr_RAIS/appCancelSingle.cfm?CFID=771&CFTOKEN=10969294 Go Links

REGISTER APPRENTICE

RETRIEVE APPRENTICE

HOME

LOGOFF

Apprentice and Program/Occupation information

Program Number	AK000920006	Sponsor	WIRE COMMUNICATIONS
Occupation	ELECTRICIAN	Apprentice ID - Name	AK04N001242 - NO_NAME NO_NAME
		SSN	

Cancellation information

Cancellation Date	09/22/2004
Cancelled in Probation Period	YES
Appeal Rights Explained	YES
Reason for Cancellation	Left for Related Empl
Exit Wage	9.00 / hour
Exit wage Date	09/22/2004

Cancel

Trusted sites

Start Union Meeting RAIS Electronic Regi... Apprentice E-Regi... TOAD 5:13 PM

Complete Apprentice (Sponsor)

Complete Apprentice (Sponsor)

Registered Apprenticeship Information System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://166.97.4.153/EFORM_APPR/Appr_RAIS/appCompleted.cfm?CFID=7928&CFTOKEN=909755628&page=appr

REGISTER APPRENTICE

RETRIEVE APPRENTICE

HOME

LOGOFF

APPRENTICE REGISTRATION

Apprentice *TIMOTHY M. WEIDENSEE (AK97E000340)* Has Completed Successfully !!

Apprentice Completion information:

Program Number	AK000920006	Sponsor	WIRE COMMUNICATIONS
Occupation	ELECTRICIAN	Apprentice Name	TIMOTHY M. WEIDENSEE
Indenture Date	05/01/1997	Registered Date	05/01/1997
Expected Completion Date	03/01/2000	Completion Date	07/24/2004

Back to Apprentice List GO

Done Trusted sites

Start TOAD RAIS Electronic Regi... Phase 2004 Registered Appre... 2:09 PM

In accordance with Circular 92-01, the sponsor must submit the form "Application for Certification of Completion of Apprenticeship" for each completed apprentice to receive a DOL Completion Certificate.