PRA Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 201509-1205-007. The time required to complete this information collection is estimated to average 1 hour 30 minutes per participant record response. This includes 20 minutes by the participant orally providing the data, and 1 hour 10 minutes by the grantee staff or employer entering each participant's personal and demographic information into the system. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: to John V. Ladd, Administrator, Office of Apprenticeship, Room C–5321, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210.

Data Element Number	Data Element Name	Data Definition and Instruction
1 Grant Number		Grant number as it appears on the appropriate Notice of Obligation (NOO) or equivalent official document from the U.S. Department of Labor
2		Grant number as it appears on the appropriate Notice of Obligation (NOO) or equivalent official document from the U.S. Department of Labor

Code Value Required (Yes/No)

Υ

Υ

Data Element Number

Data Element Name

- **3 Grant Partner Street Address**
- 4 Grant Partner City
- 5 Grant Partner State
- 6 Grant Partner 5-Digit ZIP Code
- 7 Contact_Type
- 8 Grant Partner Contact Name
- 9 Grant Partner Contact Title
- 10 Grant Partner Contact Telephone Number
- 11 Grant Partner Contact Telephone Extension
- 12 Grant Partner Contact Fax Number
- 13 Grant Partner Contact Email Address
- 14 Grant Partner Contact Street Address
- 15 Grant Partner Contact City
- 16 Grant Partner Contact State
- 17 Grant Partner Contact 5-Digit Zip Code
- 18 Grant Partner: Last Event Date

Data Definition and Instruction	Code Value	Required (Yes/No)
Enter the Street Address of the Grant Partner		Υ
Enter the city of the Grant Partner		Υ
Enter the state of the Grant Partner		Υ
Enter the 5 digit zip of the Grant Partner		Υ
Valid Values: Grantee, Grant Partner, ProgramSponsor, Employer120, Pre-Apprentice Provider, RtiProvider		Υ
Enter the name of the Grant Partner's contact.		Υ
Enter the title of the Grant Partner's Contact. Contact Title refers to the business title such as "Chief Financial Officer"		Υ
Enter the area code (999) and telephone number (999-9999) of the Grant Partner		Υ
If Applicable, enter the Grantee Partner telephone extension.		N
Enter the area code (999) and telephone number (999-9999)		N
Enter the email address of the Grant Partner		Υ
Enter the Grant Partner's Contact's street address. This may or may not differ from the Grantee address.		Υ
Enter the Grant Partner's Contact's city. This may or may not differ from the Grantee address.		Υ
Enter the Grant Partner's Contact's state. This may or may not differ from the Grantee address.		Υ
Enter the Grant Partner's 5-digit zip code. This may or may not differ from the Grantee address.		Υ
The date that the Grantee information was last modified	DATE MM/ DD/YYYY	Υ

Data Element Number	Data Element Name	Data Definition and Instruction	Code Value	Required (Yes/No)
4	Grantee Street Address	Street address as it appears on the appropriate NOO or equivalent official document from the U.S. Department of Labor		Υ
5	Grantee City	City mailing address as it appears on the appropriate NOO or equivalent official document from the U.S. Department of Labor		Υ
6	Grantee State	State mailing address as it appears on the appropriate NOO or equivalent official document from the U.S. Department of Labor		Υ
7	Grantee 5-Digit ZIP Code	ZIP code as it appears on the appropriate NOO or equivalent official document from the U.S. Department of Labor		Υ
8	Contact_Type	Valid Values: Grantee, ProgramSponsor, Employer120, Pre-Apprentice Provider, RtiProvider		Υ
9	Grantee Contact Name	Enter the name the grantee official that is certifying submission of the report to the Department. This contact is usually the Grant Signatory. This person must be available at the time of report submission and available to re-validate data that may be returned with errors. This available time-frame may include up-to three weeks after initial report submission.		Y
10	Grantee Contact Title	Enter the title of the grantee official that is certifying submission of the report to the Department . Contact Title refers to the business title such as "Chief Financial Officer"		Υ
11	Grantee Contact Telephone Number 1	Enter the area code (999) and telephone number (999-9999) of the authorized official		Υ
12	Grantee Contact Telephone Extension	If Applicable, enter the authorized official's telephone extension		N
13	3 Grantee Contact Fax Number	Enter the area code (999) and telephone number (999-9999)		N
14	4 Grantee Contact Email Address	Enter the email address of the authorized official		Υ
15	Grantee Contact Street Address	Enter the Grantee Contact's street address. This may or may not differ from the Grantee address.		Υ
16	Grantee Contact City	Enter the Grantee Contact's city. This may or may not differ from the Grantee address.		Υ

1	Grantee Contact State	Enter the Grantee Contact's state. This may or may not differ from the Grantee address.		Υ
1	Grantee Contact 5-Digit Zip Code	Enter the Grantee Contact's 5-digit zip code. This may or may not differ from the Grantee address.		Υ
1	Grantee: Last Event Date	The date that the Grantee information was last modified	DATE MM/DD/YYYY	Υ
	Username	Username Associated with the Grantee		

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Data Element Name

Data Definition and Instruction

Program Sponsor Information

Program Sponsor Number

3

Program Sponsor 6-digit NAICS Code

4

5 Program Sponsor Name

6 Program Sponsor Street Address

Program Sponsor City

7

8 Program Sponsor State

9 Program Sponsor 5-Digit Zip Code

Program Information

Program Type

10

11 Number of Participating Employers

Employer: Start Date

A unique identifier for the Program Sponsor

*A program must have only one program sponsor number that associates all employers/occupations

*The same program sponsor number cannot be registered by another program simultaneously

Enter the 6-digit North American Industrial Classification System (NAICS) Code (http://www.census.gov/eos/www/naics/)

This may or may not be the same of the Grantee name

Enter the Program Sponsor's street address. This may or may not differ from the Grantee address.

Enter the Program Sponsor's city. This may or may not differ from the Grantee address.

Enter the Program Sponsor's state. This may or may not differ from the Grantee address.

Enter the Program Sponsor's 5-digit zip code. This may or may not differ from the Grantee address.

Dai bailing abi content

Group, **joint** = multi employer association, covered by a collective bargaining agreement

Group, non joint = multi employer association <u>not</u> covered by a collective bargaining agreement

Number of employers who are signatories to the standards of apprenticeship for training of apprentices. Default value = 1 employer

Enter start date of the employer

6 Employer: Name

7 Employer: Street Address

8 Employer: City

₉ Employer: State

Employer: 5-Digit Zip Code

Employer: Status

12 Bargaining Agency Name

National Union Affiliation

13

Occupation Information

Occupation: Apprentice Occupation 8-digit O*NET Code

16

Occupation: Occupational Title

15

Occupation: Term Length

18

Occupation Type

Enter the name of the employer

Enter the employer's street address.

Enter the employer's city.

Enter the employer's state.

Enter the employer's 5-digit zip code.

Choose the employer's status

If applicable, name of local union

If applicable, Union acronym, example: IBEW, SMWIA, etc.

Enter the 8-digit O*NET code that best fits the apprenticeable occupation (www.onetonline.org).

Specific title of an occupation that may or may not be the same as that designated by the O*NET data system (www.onetonline.org).

Enter the term length of the occupation. This length must be determined at the time the occupation's work process schedule is established.

1=Time-based

2=Competecy

3=Hybrid

14

Occupation: Training Approach

17

Occupation: RTI Length

20

19 Occupation: Probationary Period

Occupation: Primary RTI Type of Instruction

22

21 Occupation: Primary RTI Provider Name

Occupation: Primary RTI Instruction Method

23

Occupation: Secondary RTI Provider Name

Occupation: Secondary RTI Type of Instruction

Time-Based Approach = apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI)

Competency-Based Approach = apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI

Hybrid Approach = apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas

The occupation Related Technical Instruction length must be determined at the time the occupation's work process schedule is established.

time the occupation's work process schedule is established. The

1= Community college

2= Adult education

3= Sponsor

4 = Private colleges

9 = Other

Enter the name of college, adult education, or sponsor

1= Classroom

2= Correspondence

3= Self paced

4= Electronic media

5= Technology-based instruction

6= Distance learning

9 = Other

Enter the name of college, adult education, or sponsor

1= Community college

2= Adult education

3= Sponsor

4 = Private colleges

9 = Other

Occupation: Secondary RTI Instruction Method

1= Classroom

2= Correspondence

3= Self paced

4= Electronic media

5= Technology-based instruction

6= Distance learning

9 = Other

44 Total Number of Employed Retained with Current Employer

45 Average Current Wage of all Active Apprentices in Current Quarter

The total number of apprentices who retained employment with their current remployer after completion of the Apprenticeship program.

The average current wage of all active apprentices associated with the program in the current quarter.

26

Code Value Required (Yes/No)	Notes
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Υ

Υ

*Indicate 6-digit code
*Add link to NAICS system:
http://www.census.gov/eos/www/naics/

Y

Y

Y

Y

Non Joint
2 = Independent,
Joint
3 = Group, Joint
Y

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Υ

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Υ

1 = Active 2 = Cancelled

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*Add other category and text box *Add private colleges Υ

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*Add other category and text box *Add private colleges

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Y *Add other category and text box

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Move to Apprentice exit question

Move to Apprentice exit question

Data Element Number		Data Definition and Instruction	Code Value	Required (Yes/No)
-	Grant Number 1	Grant number as it appears on the appropriate Notice of Obligation (NOO) or equivalent official document from the U.S. Department of Labor		N
÷	Grantee Name 2	Grantee name as it appears on the appropriate Notice of Obligation (NOO) or equivalent official document from the U.S. Department of Labor		N
(Program Name Name of the H-1B Grant program or project			N
	4 Program Sponsor Number	A unique identifier for the Program Sponsor		N
Í	5 Program Sponsor Name	This may or may not be the same of the Grantee name		N

Data Element Number	Data Element Name	Data Definition and Instruction	Code Value		equired Yes/No)
Apprentice	Program Sponsor				
	Program Sponsor Name Information	This may or may not be the same of the Grantee name			Υ
11 10	Apprentice First Name Apprentice Middle Name Apprentice Last Name	Enter the first name of the apprentice Enter the middle name of the apprentice Enter the last name of the apprentice		Y N Y	
12	Apprentice Suffix	This is the suffix to the apprentice name. Values include I, II, III, Jr., Sr. Default is Null.	l II III Jr Sr	N	
6	Apprentice ID	A unique identifier for the apprentice *An apprentice must have only one apprentice id that associates all programs/occupations that the apprentice has been registered in. *The same apprentice cannot be registered in another program and/or occupation simultaneously.			N
	Apprentice Social Security Number	encrypted.	xxxxxxxxx 999999999 = individual did not disclose	N	
23	Date of Birth	Month value greater than 12 is not allowed. The largest date for each month is validated. Value larger than the largest date in each month is not allowed. January, March, May, July, August, October and December have 21 days. February has 29. April June and	YYYYMMDD	Υ	
	Sex	Record 1 if the participant indicates that he is male Record 2 if the participant indicate that she is female Record 9 if the participant does not self-identify sex	1 = Male 2 = Female 9 = Participant did not self-identify		
24		Leave blank if this data element does not apply to the person	sen-identity	Υ	

	Employment Status 35	Enter participant's employment status. Incumbent workers are defined as existing employees of the company.	1 = New Employee 2 = Existing Employee (Incumbent Worker)	٧	
	7 Apprentice Registration Date	Enter the date the apprentice was registered		•	Υ
	Apprentice Start Date	Enter the date that the apprentice began their apprenticeship. This date may be the same as the registration date, but cannot be prior to the registration date.		Υ	
	Career Connection (671)	in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements. 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.	5 = Jop Corps 6 = YouthBuild 7 = HUD/STEP-UP 8 = Career Center Referral 9 = School-to- Registered Apprenticeship	•	
Contact	Information	·			
	15 Apprentice Street Address	Enter the apprentice's street address.		Υ	
	16 Apprentice City	Enter the apprentice's city.		Υ	
	17 Apprentice State	Enter the apprentice's state.		Υ	
	18 Apprentice 5-Digit Zip Code	Enter the apprentice's 5-digit zip code.		Υ	
	Apprentice Telephone Number (Home)	Enter the area code (999) and telephone number (999-9999) of the apprentice		Υ	
	Apprentice Telephone Number (Mobile)	Enter the area code (999) and telephone number (999-9999) of the apprentice		N	
	Permission to contact via text message 21	Text messaging consent request	1 = Yes 0 = No	N	
	22 Apprentice Email Address	Enter the email address of the apprentice		Υ	

Demographics

Ethnicity Hispanic / Latino

26

Race

27

Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.

Record 0 if the participant indicates that he/she does not meet any 0 = No of these conditions.

Record 9 if the participant does not self-identify his/her ethnicity. Leave blank if this data element does not apply to the person (covered entrants, TAA non participants) and the data is not available.

1 = Yes

9 = Participant did not self-identify

maintains cultural identification through tribal affiliation or community recognition.

Record 2 if the participant indicates that he/she is a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan. Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Record 3 if the participant indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 4 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, race Samoa, or other Pacific Islands.

Record 5 if the participant indicates that he/she is a person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa.

Record 6 if the participant selects more than one race.

1 = American Indian or Alaska Native

2 = Asian

3 = Black or African

American

4 = Native Hawaiian or Other Pacific Islander

5 = White

6 = More than one

7 = Do not wish to answer

Υ

Ν

	Disability	Record 1 if the participant indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.) If the response is yes, answer data element #109. Record 0 if the participant indicates that he/she does not have a disability that meets the definition. Record 9 if the participant does not wish to disclose his/her disability status. Leave blank if this data element does not apply to the person and the data is not available.	1 - Vos	
2	25			Υ
3	Veteran Status	Record 1 if the participant is a person who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable. Record 0 if the participant does not meet the condition described above. Record 9 if participant does not disclose veteran status. Leave blank if this data element does not apply to the person and the data is not available.	1 = Yes 0 = No 9 = Participant did not self-identify	N
	Apprentice Education Attainment	Enter the apprentice's education status. Default Value = 5 for unknown/not provided.	1 = 8th grade or less 2 = 9th to 12th grade 3 = GED 4 = high school diploma 5 = unknown 6 = Post Secondary or Technical Training	

Ν

34

	Occupation 8-digit O*NET Code 42	Enter the 8-digit O*NET code that best fits the apprenticeable occupation (www.onetonline.org). NOTE: This code must match an occupation code registered by the program sponsor.	Υ
	Occupational Title 41	Specific title of an occupation that may or may not be the same as that designated by the O*NET data system (www.onetonline.org). NOTE: This title must match an occupation title registered by the program sponsor.	Υ
	RAPIDS Occupation Code	Enter RAPIDS occupation code if known.	N
	OJT credit	Enter the amount of On-The-Job credit, if any. The amount must not exceed the term length. Default value =0	Υ
	RTI credit 43	Enter the amount of Related Technical Instruction credit, if any. This amount must not exceed the term length. Default value = 0.	Υ
	Term Length	Enter number of hours based on the program sponsor's training approach. Leave blank for competency-based occupations.	N
	Probationary Date 47	Enter the probationary date that corresponds to the occupation's probationary period as determined by the program sponsor and the apprentice's start date.	Υ
	Term Remaining 45	Calculate the length of the apprenticeship. The length is equal to the term length minus any credit given for past experience (OJT credit) and education (RTI credit). Leave blank for competency-based occupations.	N
	Entry Wage 48	Enter the apprentices hourly starting wage. This wage cannot be less than the apprentice hourly entry wage for the occupation as established by the program sponsor.	Υ
	Expected Completion Date	This date is derived by adding the term length to the apprentice start date and subtracting any OJT and RTI credit the apprentice has gained prior to entering the program. The expected completion date cannot be prior to the registration or start date.	
	46		Υ
En	nployment History		
	Weeks worked in 12 month period prior to 46 Apprenticeship	How many weeks did the participant work in the prior 12 months?	Υ

47	Apprentice Earnings in the prior 12 months	Numeric field. Approximate total earnings for individual apprentice from work, including tips and overtime pay during the past 12 months.	\$0 \$1 to \$9,999 \$10,000 to \$19,999 \$20,000 to \$29,999 \$30,000 to \$39,999 \$40,000 to \$49,999 \$50,000 or over	Y
	Employment status at participation		1 = Employed 2 = Underemployed 3 = Long-term unemployed (27 weeks or more) 0 = Unemployed 9 = Unknown	Y
33	Occupational Code of Most Recent Employment Prior to Participation (if available)	Enter the 8-digit O*NET code that best fits the apprenticeable occupation to which the individual trained (www.onetonline.org). NOTE: This code must match an Pre-Apprentice Provider occupation code.		N
	Long-Term Unemployed	Record 1 if the individual is a person who has been unemployed for more 27 consecutive weeks or more. Record 0 if the individual does not meet any of the conditions described above.	1 = Yes 0 = No	¥
4(7			+
	Underemployed Worker	Record 1 if the participant is a person who lost their job during or after the recent secession and have obtained only episodic, short-term, or part-time employment but have not reconnected with a full-time job commensurate with the individual's loss of permanent employment. Dislocated workers may be included in this data element, if they meet the above criteria. Record 0 if the participant does not meet any of the conditions described above.	1 = Yes 0 = No	

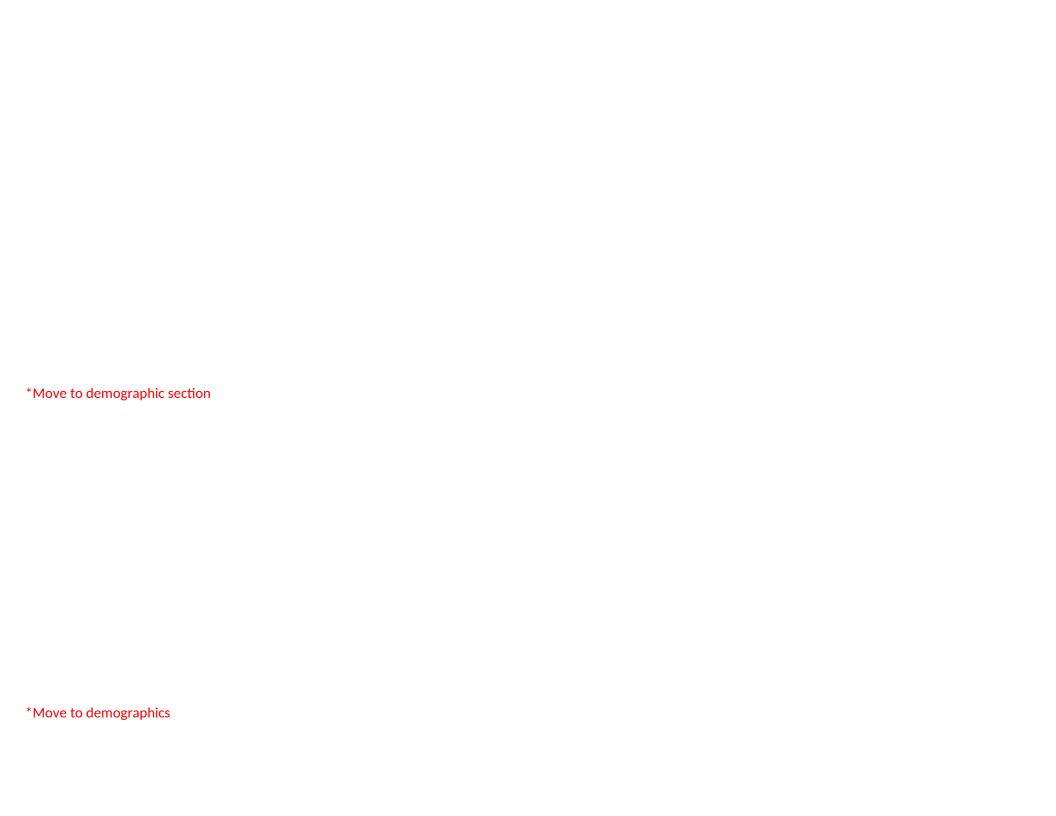
39 ¥

Unemple	pyment Compensation	Record 1 if the participant	1 = Yes 0 = No	
Employn 36	nent Level	The level of employment at participation.	1 = Full-Time 2 = Part-Time Blank = Data not available	N
UI Status 38	÷	Prior to becoming a registered apprentice, was the individual on Unemployment Insurance at any point in the previous 99 weeks?	1 = Yes 0 = No Blank = Data not available	¥
Apprentice Exit For	m			+
Exit statu			1 = Complete 2 = Cancelled	Υ
53 <mark>Degree</mark> A	Attenuation	The highest academic degree level achieved.	1= Associate 2= Undergraduate 3= Graduate 4= Doctorate 0 = None	Υ
		These are credentials issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. Issued in the form of certificates, interim credentials provide portable recognition of an apprentice's accomplishments. Interim credentials can only be issued for recognized components of an apprenticeable occupation.	1 = Yes 0 = No	
56 Received	I Interim Credential			Υ
49 Exit Wag	e	Enter the actual hourly wage paid to the participant at the time they either leave or complete the program.		Υ
50 Exit Wag	e Date	Enter the date associated with the exit wage. This date can be less than or equal to the last event date.		Υ

51 Employment Outcomes	Enter the employment outcome of the participant	employer 2= Move to another employer	Υ
52 Incumbent Worker Employment Outcome	As an Incumbent worker, enter whether or not the participant advanced into higher-skilled position	1 = Yes 0 = No 9 = Unknown	N

1 = Remain with current







*Change section with this info			
*Change section with this info			
*Change section with this info			



Data Element Number		Data Definition and Instruction	Code Value				
Pre-Appr	Pre-Apprentice Provider Information						
	₁ Pre-Apprentice Provider Name	This may or may not be the same of the Grantee name					
	Pre-Apprentice Provider Street Address	Enter the Pre-Apprentice Provider's street address. This may or may not differ from the Grantee address.					
	3 Pre-Apprentice Provider City	Enter the Pre-Apprentice Provider's city. This may or may not differ from the Grantee address.					
	Pre-Apprentice Provider State	Enter the Pre-Apprentice Provider's state. This may or may not differ from the Grantee address.					
	Pre-Apprentice Provider 5-Digit Zip Code	Enter the Pre-Apprentice Provider's 5-digit zip code. This may or may not differ from the Grantee address.					
	Direct Linkage	Enter if the program has a direct link to Registered Apprenticeship?	1 = No pre-apprentices go to registered apprenticeship 2 = Some pre-apprentices go to registered apprenticeship 3 = Most pre-apprentices go to registered apprenticeship				
	Program Type 7 Pre-Apprentice Provider Start Date	Enter the program type.	1 = For-Profit 2 = Not-for-Profit 3 = Others				
Contact Information							
	Pre-Apprentice Provider Contact Title	Enter the title of the Pre-Apprentice Provider official that is certifying the apprentice data reported to the Department. Contact Title refers to the business title such as "Chief Financial Officer"					

Pre-Apprentice Provider Contact Name	Enter the name there-Apprentice Provider Contact. This contact may or may not be the Grant Signatory/Program Sponsor. This person must be available at the time of report submission and available to re-validate data that may be returned with errors. This available time-frame may include up-to three weeks after initial report submission.	
Pre-Apprentice Provider Contact Street Address 10	Enter the Pre-Apprentice Provider Contact's street address. This may or may not differ from the Pre-Apprentice Provider address.	
Pre-Apprentice Provider Contact City	Enter the Pre-Apprentice Provider Contact's city. This may or may not differ from the Pre-Apprentice Provider address.	
Pre-Apprentice Provider Contact State	Enter the Pre-Apprentice Provider Contact's state. This may or may not differ from the Pre-Apprentice Provider address.	
Pre-Apprentice Provider Contact 5-Digit Zip Code 13	Enter the Pre-Apprentice Provider Contact's 5-digit zip code. This may or may not differ from the Pre-Apprentice Provider address.	
Pre-Apprentice Provider primary Telephone 14 Number	Enter the area code (999) and telephone number (999-9999) of the authorized official	
Pre-Apprentice Provider primary Telephone 15 Extension	If Applicable, enter the authorized official's telephone extension	
Pre-Apprentice Provider Contact Other Phone Number 16	Enter the area code (999) and telephone number (999-9999)	1 = Mobile 2= Home 3 = Work
Pre-Apprentice Provider Contact Email Address	s Enter the email address of the authorized official	
Pre-Apprentice Provider Permission to Contact 18 via Text	Yes/No indicator to grant permission to contact via text message.	1 = Yes 2 = No

Pre-Apprentice Provider Type

Pre-Apprentice Provider Type

Type(s) of Pre-Apprentice organization(s) providing service to participants. Check all that apply.

1 -Apprenticeship sponsor
2 Postsecondary educational institution, non-profit
3 Business
4 Consortium of business
5 Postsecondary educational institution, for-profit
6 Community-based organization
7 Business-Related Nonprofit
Organization
8 School district
9 Local workforce investment Board
10 Workforce intermediary

11 Tribal organization

19

Screening Information

Drug/Alcohol Screening

20

Criminal Background Check

21

Physical Examination

22

Target Population

Record 1 if the participant received drug/alcohol test at any time during participation in the pre-apprenticeship program

Record 0 if the participant did not received drug/alcohol test at 1 = Yes any time during participation in the pre-apprenticeship 0 = No program 9 = Unknown

Record 9 if information is missing or unknown.

Record 1 if the a criminal background check was conducted on the participant at any time during participation in the preapprenticeship program Record 0 if the participant did not received a criminal background check at any time during participation in the preapprenticeship program $1 = \text{Yes} \\ 0 = \text{No} \\ 9 = \text{Unknown}$

Record 9 if information is missing or unknown.

time during participation in the pre-apprenticeship program
Record 0 if the participant did not received physical
examination at any time during participation in the preapprenticeship program
Record 9 if information missing or unknown.

1 = Yes
0 = No
9 = Unknown

Target Population(s) Served	Enter the target population(s) served. Check all that apply.	1 = Women 2 = Men 3 = Minorities 4 = Youth 5 = People with Disabilities 6 = Ex-Offenders 7 = Veterans 8 = Other
23 24 Describe "Other" category above	Describe the Target Population if "Other" is selected.	
24 Describe Other Category above	Describe the ranget ropulation if Other is selected.	
Average Age	Enter the average age of the population served.	1 = 16-19 2 = 20-24 3 = 25-34 4 = 35+
25		
Supportive Services	Does your program provide supportive services? Such support services may include transportation, child care, dependent care, emergency housing, work clothing or uniforms, licensing or testing fees, medical and healthcare supportive services.	1 = Yes 2 = No
26		
Referral Protocol 27	Does your program have a referral protocol in place to build basic skills and conduct remedial training for participants who did not score well on an assessment?	1 = Yes 2 = No
Skills Assessments	Does your program conduct skills assessments and Adult Basic Education tests to determine eligibility of participants?	1 = Yes 2 = No
28		
Case Manager	Does your program have a case manager on staff to refer participants to support programs?	1 = Yes 2 = No

Readiness Checklists	Does your program use participant readiness checklists or standards?	1 = Yes 2 = No
30		
Primary recruitment sources	What are the primary recruitment sources? Check all that apply.	1 = High schools 2 = American Job Centers (One Stops) 3 = Community colleges 4 = Community-based organizations 5 = Word of mouth 6 = Other
31		
Average Frequency of Case Management Contact	Enter the average frequency of case management for participants	1 Weekly2 Bi-weekly3 Monthly4 Bi-monthly5 Less often than bi-monthly6 Not applicable
Case Management Average Caseload 33	Enter the average caseload for case managers	1 = 0 2 = 1-25 3 = 26-49 4 = 50-74 5 = 75-99 6 = 100-124 7 = More than 125
Target apprenticeship occupation 1 (8-digit O*NET Code)	Enter the 8-digit O*NET code (www.onetonline.org) that best fits the primary apprenticeable occupation of the pre-apprenticeship training. NOTE: This code must match an occupation code registered by the program sponsor.	

	Replicate Real Work Environment	Does your program have features that replicate a real work environment?	1 = Yes 2 = No
	35		
	Training Type	*Check with Appian to ensure "Training Type" removed from Target Population screen	
	36		
Progran	m Services		
	Work-Based Learning Opportunities	Type(s) of work-based learning opportunity(ies). Check all that apply.	1 = Job Shadowing 2 = Clinical as a Part of Training 3 = Unpaid Internship or Externship 4 = Paid Internship or Externship 5 = On-the-job training
	37		6 = Not applicable

Program Services

Type(s) of skill(s) and service(s) provided by the Pre-Apprentice provider. Check all that apply.

- 1 = Adult Basic Education
- 2 = Basic Skills Instruction
- 3 = Study Skills or Test Preparation Skills Instruction
- 4 = Work-Based Learning Experience
- 5 = Pre-Occupational Skills Instruction
- 6 = Occupational Skills Instruction (and check one of following)
- i. Courses for credit
- ii. Courses not for credit
- iii. Courses leading to non-degree certifications
- 7 = GED Instruction
- 8 = High school completion
- 9 = English as a Second Language
- 10 = Life Skills/ Job Readiness Instruction
- 11 = Work-Based Learning Experience
- 12 = Type of case management
- i. Academic advising
- ii. Career counseling/job
- development
- iii. Advising on personal issues
- iv. No case management provided

40 Occupational Training Providers ABE/Pre-GED/GED/ESL Provider 41

Type(s) of entity(ies) that will provide occupational training. Check all that apply.

*Check with Appian to ensure "ABE/Pre-GED/GED/ESL Provider" screen removed

- 1 = pre-apprenticeship provider
- 2 = community college
- 3 = employment setting 4 = community-based
- organization
- 5 = private college
- 6 = ther private training provider 7 = Not Applicable

Required (Yes/No)	Note	
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Y Check with Appian to ensure "Replicate Real Work Environment" removed from Target Population screen

Data Element Number	Data Element Name	Data Definition and Instruction
5	Apprentice Provider Pre-Apprentice Provider Name ntice Information	This may or may not be the same as the Grantee name
0	Pre-Apprentice First Name	Enter the first name of the pre-apprentice
,	Pre-Apprentice Middle Name	Enter the middle name of the pre- apprentice
8	Pre-Apprentice Last Name	Enter the last name of the pre-apprentice
11	Pre-Apprentice Suffix	This is the suffix to the pre-apprentice name. Values include I, II, III, Jr., Sr. Default is Null.
12	Pre-Apprentice Social Security Number	Enter the pre-apprentice social security number. The value is 999999999 if the user does not supply a value it is set to 99999999 and the SSN Identifier is set to 'N' This value is to be encrypted.
	Date of Birth	Record the participant's date of birth Leave blank if this data element does not apply to the person Month value greater than 12 is not allowed. The largest date for each month is validated. Value larger than the largest date in each month is not allowed. January, March, May, July, August, October and December have 31 days. February has 29. April, June, and November have 30 days.
20		
	Sex	Record 1 if the participant indicates that he is male Record 2 if the participant indicate that she is female Record 9 if the participant does not self-identify gender
21		Leave blank if this data element does not apply to the person
	Pre-Apprentice Start Date	Enter the date that the participant began their pre-apprenticeship.

Record 1 if the participant indicates that he/she has any "disability," as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a "disability" is a physical or mental impairment that substantially limits one or more of the person's major life activities. (For definitions and examples of "physical or mental impairment" and "major life activities," see paragraphs (1) and (2) of the definition of the term "disability" in 29 CFR 37.4, the definition section of the WIA non-discrimination regulations.) If the response is yes, answer data element

Individual with a Disability

Record 0 if the participant indicates that he/she does not have a disability that meets the definition.

Record 9 if the participant does not wish to disclose his/her disability status.

Leave blank if this data element does not apply to the person and the data is not available.

25

Contact Information

Pre-Apprentice Street 13 Address	Enter the pre-apprentice's street address.
14 Pre-Apprentice City	Enter the pre-apprentice's city.
15 Pre-Apprentice State	Enter the pre-apprentice's state.
Pre-Apprentice 5-Digit Zip 16 Code	Enter the pre-apprentice's 5-digit zip code.
Pre-Apprentice Primary 17 Telephone Number	Enter the area code (999) and telephone number (999-9999) of the pre-apprentice
Pre-Apprentice Secondary Phone Number	Enter the area code (999) and telephone number (999-9999)
Permission to contact via 18 text message	Text messaging consent request
	Text messaging consent request Enter the email address of the pre- apprentice
18 text message Email Address of Pre-	Enter the email address of the pre-
18 text message Email Address of Pre- 19 Apprentice Pre-Apprentice Secondary	Enter the email address of the pre- apprentice Enter the first name of the pre-apprentice

Characteristics

Marital status	Check applicable marital status
22 23 Number of children	Enter number of children
Ethnicity Hispanic / Latino	Record 1 if the participant indicates that he/she is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Record 0 if the participant indicates that he/she does not meet any of these conditions. Record 9 if the participant does not self-identify his/her ethnicity.
26	Soutneast Asia, or the indian Supcontinent (e.g.,, India, Pakistan, Bangladesh, Sri
Race 27	Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Record 3 if the participant indicates that he/she is a person having origins in any of the black racial groups of Africa. Record 4 if the participant indicates that he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa. or other Pacific Islands.
	Record 1 if the participant is a person who served on active duty in the armed forces and who was discharged or released from such service under conditions other than dishonorable.
Veteran Status 32	Record 0 if the participant does not meet the condition described above. Record 9 if participant does not self-identify veteran status.
Education	Enter the pre-apprentice's education status.

Offender

committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.

40

Record 0 if the participant does not meet percent of the lower living standard income level, for an equivalent period; or (C) is a member of a household that receives (or has been determined within the 6-month period prior to program participation) Food Stamps under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

Low Income

41

(D) qualifies as a homeless individual, as writing or understanding the English language and (a) whose native language is a language other than English, or (b) who lives in a family or community

Limited English Language Proficiency

environment where a language other than

English is the dominant language. Record 0 if the participant does not meet

42

the conditions described above.

Basic Literacy Skills Deficiency

Lowerhlookifithic data montpose not English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic literacy

43

chille determination

Public Program Participation

Record 1 if the participant is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF program in the last twelve months prior to participation in the program.

Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.

Needy Families (TANF)

Temporary Assistance to

Record 1 if the participant is a person who is listed on the welfare grant or has received cash assistance or other support services from the SNAP agency in the last twelve months prior to participation in the program.

Supplemental Nutrition Assistance Program (SNAP)

Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.

Record 1 if the participant is a person who is listed on the welfare grant or has received housing assistance in the last twelve months prior to participation in the program.

Housing Assistance

Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.

36

Participation in other youth training programs

Record 1 if the participant is a person who has participated in other youth training programs such as YouthBuild or Job Corps in the last twelve months prior to participation in the program. Record 0 if the participant does not meet the condition described above. Leave blank if this data element does not apply to the individual.

37

Supplemental Security Income(SSI) / Social

Record 1 if the individual is a person who is receiving or has received SSI under Title XVI of the Social Security Act in the last twelve months prior to participation in the program.

Record 2 if the individual is a person who is receiving or has received SSDI benefit payments under Title XIX of the Social Security Disability Insurance Security Act in the last six months prior to participation in the program.

Record 3 if the individual is receiving or has received both SSI and SSDI in the last six months prior to participation in the program.

Record 0 if the individual does not meet any of the conditions described above.

38

(SSDI)

Other Public Assistance Recipient

Record 1 if the participant is a person who is receiving or has received cash assistance or other support services from one of the following sources in the last six months prior to participation in the program: General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), or Food Stamp Assistance. Do not include foster child payments. Record 0 if the participant does not meet the above criteria.

Leave blank if this data element does not apply to the individual.

WIA/WIOA Participant (During Enrollment in Pre-Apprenticeship Program)

INCCORDED IN THE PARTICIPANT POCCESSOR services financially assisted under WIA/WIOA.

Record 0 or leave Blank if the participant did not receive services under the condition described above.

Record 9 if grantee is unable to track

enrollment in the program.

Record 1 if the participant received services financially assisted under the Wagner-Peyser Act (29 USC 49 et seq.)

WIA section 121 (b)(1)(B)(ii).

Record 0 if the participant did not receive services financially assisted under the

Wagner-Peyser Act.

Record 9 if grantee is unable to track

enrollment in the program.

45

44

Employment History

Pre-Apprentice weeks worked in prior 12 months work in the prior 12 months?

Wagner-Peyser Act

How many weeks did the Pre-Apprentice

46

Pre-Apprentice Earnings in the prior 12 months

Numeric field. Approximate total earnings for individual apprentice from work, including tips and overtime pay during the past 12 months.

47

Employment status at participation

Occupational Code of Most **Recent Employment Prior** to Participation (if available)

Enter the 8-digit O*NET code that best fits the apprenticeable occupation to which the individual trained (www.onetonline.org). NOTE: This code must match an Pre-Apprentice Provider occupation code.

33

program

Drug/Alcohol Screening

Record 0 if the participant did not received drug/alcohol test at any time during participation in the pre-apprenticeship program

48

Resord. ?: if information is missing or

Criminal Background Check

Record 0 if the participant did not received a criminal background check at any time during participation in the pre-

49

apprenticeship program Record 0 if information is missing or Record 0 if the participant did not received

Physical Examination

physical examination at any time during participation in the pre-apprenticeship program

50

Exit Form

Pre-Apprentice Final Status

Pre-Apprenticeship End Date

72

Enter date the pre-apprentice completed/cancelled from the preapprenticeship program

Program Outcome

Choose only one

If apprenticeship/employment is choosen, is the program related to training?

participation in the pre-apprenticeship

program

Receipt of Adult Basic Education (ABE)

Record 0 if the participant did not received Adult Basic Education at any time during participation in the pre-apprenticeship program

Record 9 if information missing or

บบุลงหน

Record 0 if the participant did not received GED instruction at any time during participation in the pre-apprenticeship program

52

GED Instruction

Record 9 if information missing or

Hours of Classroom and **Hands-On Instruction** received

Enter number of hours of classroom and hands-on instruction participant received

53

51

Number of Certificate/Credential Received

Enter certificate/Credential participant received upon completion of classroom and hands-on instruction

54

Type of Recognized Credential Received

Use the appropriate code to record the type of recognized educational or occupational certificate/credential/diploma attained by the individual who received training services. Record 0 if the individual received education or training services but did not receive a recognized credential. Credentials must be attained either during participation or by the end of the third quarter after the quarter of exit from services (other than follow up services).

63

Receipt of English as a Second Language (ESL)

55

Receipt of Study Skills or Test Preparation Skills Instruction

56

Receipt of Pre-Occupational Skills or Basic Occupational Skills Instruction

57

Occupation 8-digit O*NET Code for Occupational Specific Training

58

Pre-Occupational Skills or Basic Occupational Skills Instruction - Start Date

59

Pre-Occupational Skills or Basic Occupational Skills Instruction - End Date

60

Pre-Occupational Skills or Basic Occupational Skills Instruction - Hours of Classroom and Hands-On Instruction Received apprenticeship program

Record 0 if the participant did not received English as a Second Language instruction at any time during participation in the preapprenticeship program

Record 9 if information missing or program

Record 0 if the participant did not received study skills or test preparation at any time during participation in the preapprenticeship program entry into an apprenticeship program Record 0 if the participant did not received classroom instruction and/or hands-on experience to prepare the individual for entry into an apprenticeship program Record 9 if information missing or

Enter the 8-digit O*NET code that best fits the apprenticeable occupation to which the individual trained (www.onetonline.org). NOTE: This code must match an Pre-Apprentice Provider occupation code.

Record the start date for of preoccupational skills or basic occupational skills training.

Leave blank if this data element does not apply to the person

Record the end date for of preoccupational skills or basic occupational skills training.

Leave blank if this data element does not apply to the person

Record the number of hours of preoccupational skills basic occupation skills training completed by the individual. Pre-Occupatonal Skills or **Basic Occupational Skills** Instruction - Certificate Received

Record 1 if the participant received received certificate of completion for preoccupational skills/basic occupational skills training (in preparation for entry into apprenticeship program.

Record 0 if the participant did not received certificate of completion.

Record 9 if information missing or

unknown.

62

Record 1 if the participant received job readiness or life skills instruction

Record 0 if the participant did not received iob readiness/life skills instruction Record 9 if information missing or

unknown.

64

Receipt of Work-Based Learning Experience

Receipt of Life Skills/Job

Readiness Instruction

66 Experience - Hours

work experience, job snadowing) Record 0 if the participant did not receive work-based learning experience Record 9 if information missing or HORDOME OF HORES OF MOLK PASCA learning experience completed by the

Support Services

Receipt of Case Management Assistance

Child Care Assistance

67

68

Record 0 if the participant did not receive case management assistance

Record 9 if information missing or

unknown. grant tunds

Record 0 if the participant did not received assistance with childcare paid for with All

grant funds

Record 9 if information missing or

unknown.

Record 1 if the participant received transportation assistance (e.g., bus passes, gas reimburesement) paid for with AII

grant funds

Record 0 if the participant did not received assistance with childcarepaid for with AII

grant funds

Record 9 if information missing or

unknown.

69

Work

Clothes/Tools/Equipment

Transportation Assistance

equipment paid for with AII grant funds Record 0 if the participant did not received assistance with childcarepaid for with AII

grant funds

Record 9 if information missing or

unknown.

Record 0 if the participant did not received assistance with childcarepaid for with AII grant funds

Other Supportive Services

Record 9 if information missing or

unknown

70

71

Enter 1 if the participant is employed in a Registered Apprenticeship program the first quarter after the quarter of program completion.

Enter 2 if the participant is employed, but is not an apprentice in the first quarter after the quarter of program completion. Enter 0 if the participant is unemployed in the first quarter after the quarter of program completion.

Record 3 if information on the participant's employment status in the first quarter after the quarter of training program completion is not yet available. Leave "blank" if this data element does not apply to the individual (individual did not complete the program).

73

Hourly Wage of Apprenticeship/Employmen t in 1st Quarter after **Program Completion**

Apprenticeship/

Completion

Employment Status in the

1st Quarter after Program

Enter the hourly wage of paid to the participant as of the end of the 1st Quarter after the quarter of program completion throughemployment or participation inthe Registered Apprenticeship

74

Occupation 8-digit O*NET **Code for Apprenticeship** Occupational Specific Training (1st Quarter after Program Completion)

Employment Status in the

2nd Quarter after Program

Apprenticeship/

Completion

program compication.

Enter 2 if the participant is employed, but is not an apprentice in the second quarter after the quarter of program completion. Enter 0 if the participant is unemployed in the second quarter after the quarter of program completion. Record 3 if information on the participant's employment status in the second quarter after the quarter of training program

76

Hourly Wage of t in 2nd Quarter after **Program Completion**

Enter the hourly wage of paid to the participant as of the end of the 2nd Apprenticeship/Employmen Quarter after the quarter of program completion throughemployment or participation in the Registered **Apprenticeship**

completion is not yet available

77

Occupation 8 digit O*NET **Code for Apprenticeship** Occupational Specific Training (2nd Quarter after **Program Completion)**

For individuals enrolled in a Registered Apprenticeship program in the second quarter after the quarter of program completion, enter the 8 digit O*NET code that best fits the apprenticeable occupation to which the individual trained (www.onetonline.org).

Apprenticeship/ Employment Status in the 3rd Quarter after Program Completion Enter 1 if the participant is employed in a Registered Apprenticeship program the third quarter after the quarter of program completion.

Enter 2 if the participant is employed, but is not an apprentice in the second quarter after the quarter of program completion.

Enter 0 if the participant is unemployed in the second quarter after the quarter of program completion.

Record 3 if information on the participant's employment status in the second quarter after the quarter of training program completion is not yet available.

Leave "blank" if this data element does not apply to the individual (individual did not complete the program).

79

Hourly Wage of
Apprenticeship/Employmen
t in 3rd Quarter after
Program Completion

Enter the hourly wage of paid to the participant as of the end of the third Quarter after the quarter of program completion throughemployment or participation in the Registered Apprenticeship

80

Occupation 8-digit O*NET Code for Apprenticeship Occupational Specific Training (3rd Quarter after Program Completion) For individuals enrolled in a Registered Apprenticeship program in the third quarter after the quarter of program completion, enter the 8-digit O*NET code that best fits the apprenticeable occupation to which the individual trained (www.onetonline.org).

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XXXXXXXX 99999999 = individual did not disclose

Ν

YYYYMMDD

Υ

1 = Male 2 = Female 9 = Participant did not self-identify

Υ

1 = Yes

0 = No 9 = Participant did not self-identify

Υ

Υ

Υ

Υ

Υ

Υ

Mobile Home Work

Ν

1 = Yes 2 = No

Ν

Υ

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Ν

1 = currently married

2 = widowed

3 = divorced

4 = separated

5 = never married

Υ

#####

١

1 = Yes

0 = No

9 = Participant did not selfidentify

Υ

1 = American Indian or Alaska Native

2 = Asian

3 = Black or African American

4 = Native Hawaiian or Other

Pacific Islander

5 = White

6 = More than one race

7 = Do not wish to answer

Υ

1 = Yes

0 = No

9 = Participant did not selfidentify

Υ

5 = Unknown

1 = 8th Grade or Less

2= 9th to 12th Grade

3= GED

4= High School Diploma

6= Post Secondary or Technical

1 = Yes

0 = No

9 = Unkown

Υ

1 = Yes

0 = No

9 = Unkown

Υ

1 = Yes

0 = No 9 = Unkown

Υ

1 = Yes

0 = No

9 = Unkown

Υ

1= Currently receiving 2 = Received in last 12 months 9 = None

Υ

1= Yes

0 = No

9 = Unknown

1= Yes

0 = No

9 = Unknown

Υ

1= Yes

0 = No

9 = Unknown

Υ

1 = SSI

2 = SSDI

3 = Both

0 = No

9 = Unknown

Υ

1 = Yes 0 = No

Blank = Does Not Apply

```
1 = Yes
```

0 = No

9 = Unknown

Υ

1 = Yes

0 = No

9 = Unknown

Υ

Υ

\$0

\$1 to \$9,999

\$10,000 to \$19,999

\$20,000 to \$29,999

\$30,000 to \$39,999

\$40,000 to \$49,999

\$50,000 or over

Υ

Υ

1 = Employed

0 = Unemployed

9 = Unknown

Ν

1 = Yes

-0 = No

9 = Unknown

Υ

1 = Yes

0 = No

-9 = Status not Known

1 = Yes

0 = No

9 = Unknown

CA = Cancelled CO = Completed

YYYYMMDD	Υ
1 = entering registered apprenticeship program 2 = entering employment (not an apprenticeship) 3 = entering military 4 = entering further education 9 = Unknown 1 = Yes 0 = No	Υ
9 = Unknown	Υ
1 = Yes 0 = No 9 = Unknown	V
1 = Yes 0 = No 9 = Unknown	Υ
	Υ
####	
	Υ

other alternative HS credential 2 = Occupational Skills Licensure 3 = Occupational Skills Certificate/Credential 4 = Other Recognized Educational or Occupational Skills Certificate/Credential 0 = No Recognized Credential Υ 1 = Yes 0 = No9 = Unknown Υ 1 = Yes 0 = No 9 = Unknown Υ 1 = Yes 0 = No 9 = Unknown Υ xx-xxxx.xx Υ **YYYYMMDD** Blank = Does Not Apply Н **YYYYMMDD**

1 = High School Diploma/GED or

9999.9

Blank = Does Not Apply

N

-1 = Yes

0 = No

9 = Unknown

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1 = Yes

0 = No

9 = Unknown

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1 = Yes

0 = No

9 = Unknown

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Υ

1 = Yes

0 = No

9 = Unknown

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1 = Yes

0 = No

9 = Unknown

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1 = Yes

0 = No

9 = Unknown

Υ

1 = Yes

0 = No

9 = Unknown

Υ

1 = Yes

0 = No

9 = Unknown

1 = Employed in Apprenticeship 2 = Employed in Other 0 = Unemployed 3 = Information not available	
	Н
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XX XXXX.XX	
	¥
1 = Apprentice 2 = Employed 0 = Unemployed 3 = Information not available	
	Н
\$999.99	¥
	ı
XX XXXX.XX	

1 = Apprentice 2 = Employed 0 = Unemployed 3 = Information not available

Н

\$999.99

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XX-XXXX.XX

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Note



Note: Update types as a table feature