

Standards Builder User Guide

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Standards Builder User Guide

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Introduction

This **Standards Builder Sponsor System User Guide** provides a point of reference for potential program sponsors and current program sponsors alike on some common areas of concern and frequently asked questions, including:

- Logging into the system through multiple avenues, including users already having Appian credentials and users gaining access to Standards Builder through Apprenticeship.gov via use of Login.gov credentials.
- Adding personal and organizational contact information for your apprenticeship program and personnel.
- Identifying and adding “apprenticeable” occupations by specific roles and/or industries.
- Declaring minimum requirements and qualifications for participation, defining proposed training, selection procedures, and ways for claiming credit for previous related experience.
- Compiling this information, which constitutes your **program standards**, and submitting these standards for review by the Office of Apprenticeship (OA).
- Receiving your welcome packet and accessing your registered program as a sponsor user through **RAPIDS**, our national database of Registered Apprenticeship Partners that includes apprentice, sponsor, and occupation-specific information.

Getting Started

Logging In

You are able to log into Standards Builder through two avenues:

- **If you have an existing Appian account (image right)** (typical if you are currently or have in the past been a sponsor user for a

registered apprenticeship program), you

can use those credentials by heading to [this link](#) and entering your username and password. Then, click the **Standards Builder** tab at the top left-hand side of the screen.

- **Note:** Follow instructions available through this same link if you have **forgotten** your password and it will be reset.

- **If you have Login.gov credentials (image left)**, you can access Standards Builder via Apprenticeship.gov by clicking the **Resources** tab, and under **Apprenticeship Tools**, clicking **Standards Builder**. You can quickly navigate there by clicking [this link](#). Once here, click the **Start Now** button at the bottom of the page to reach the **Login.gov page for accessing Standards Builder**.

- **Note:** if you **don’t** have Login.gov credentials, please visit Login.gov to obtain them and repeat the above process

once you have obtained your Login.gov username and password.

Introducing Your Apprenticeship Program

Adding General Information

When creating program standards, one of the first things the sponsor user has to indicate is basic information like the location (for instance, whether the program will work across state lines), the number of employees currently working for the program, and the number of apprentices the program intends to employ within the foreseeable future. In addition, users should indicate if their organization will be the program's primary administrator, and if the organizations is interested in administering programs for external organizations as well. Once all these parameters have been defined, the system makes a recommendation for the suggested kind of program, and users can click **Create My Program** to continue the program creation process.

The image shows four sequential screenshots of a web form titled "Ready to create an apprenticeship program?".

- Screenshot 1:** Asks "How many states does your organization currently operate in?". It features a dropdown menu with options: "All states", "None", "1", "2", "3", "4", and "5".
- Screenshot 2:** Asks "How many people are employed at your organization?" with a dropdown menu showing "Between 10-20" and "11-18". Below it, it asks "How many apprentices do you intend to employ in the next 2 years?" with a dropdown menu showing "11-18".
- Screenshot 3:** Asks "Will your organization be the primary administrator of your program?" with a dropdown menu showing "No". Below it, it asks "Are you interested in administering a program for employees external to your organization?" with a dropdown menu showing "No".
- Screenshot 4:** A "Thank you!" message. It states: "Based on the information you provided, you're best suited to create a local apprenticeship program." Below this is a blue button labeled "Create my program".

Note: if users indicate that their organization is **not** interested in being the primary administrator of your own program, then they may not establish and submit their standards for an apprenticeship program. At this point users are asked to return to Apprenticeship.gov.

Thank you!

You indicated not having interest in administering your apprenticeship program. Based on this information you may not be suited to submit your standards for an apprenticeship program.

Did you know there are existing apprenticeship sponsors across the country that will administer your apprenticeship program? Click the button below and search for sponsors specializing in your preferred industry or occupation.

RETURN TO APPRENTICESHIP.GOV

Adding Contact Information

Contact Information needs to be specified for both the user entering this information and the organization as a whole. While the individual adding this information will be the primary point of contact for the program,

additional contacts can be added throughout the process.

Once complete, the user will be introduced to their State Director, who will be able to help with any questions you may have around program registration and further developing your apprentice program.

The screenshot shows a web application interface for the Standards Builder. On the left is a sidebar with the U.S. Department of Labor logo, a 'My Info' link, and an 'Exit' button. The main content area has a 'Hide Menu' link at the top left and 'Help' and 'Save & Exit' links at the top right. The main heading is 'Nice to meet you, Test First.' Below this is a message: 'We look forward to helping you develop your apprenticeship program located in Virginia!'. A 'What's Next?' section contains three paragraphs: 'Next, select your occupation from the Department of Labor's list of occupations.', 'Then, decide the length of your apprenticeship program and establish your work process schedule and training outline.', and 'If you have questions regarding Standards Builder, use the Help links at the top of the page.' To the right is a 'Meet your State Director!' box with a profile icon, the text 'VA State Director', a phone icon, an email icon, and the email address 'oa.user.email@gmail.com'. Below this box is the text: 'Your State Director is available to assist you with the development of your program.' At the bottom left is a 'Back' button and at the bottom right is a green 'CONTINUE' button.

Building Your Apprenticeship Program

Next, the user must build upon their introduction by Identifying and adding specific apprenticeable occupations by specific roles and/or industries, along with defining technical elements of the apprenticeship like proposed training outlines, selection procedures, and wage agreements among several others.

Selecting an Occupation

Users are required to select occupations by either industry or by occupation using ONET codes. These codes correspond to specific roles and industries. Once the ONET code is selected, a list of **sponsor defined** registered occupations corresponding most closely to that single ONET occupation are made visible along with their RAPIDS codes. From these positions, one must be highlighted as shown, at which point users can click the now activated **Add Occupation** button.

Let's find your apprenticeable occupation!

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

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

BROWSE BY INDUSTRY | SEARCH BY OCCUPATION

AVIATION SAFETY EQUIPMENT TECHNICIAN (49-9099...)

Can't find your occupation?

Installation, Maintenance, and Repair Workers, All Other
REGISTERED
All installation, maintenance, and repair workers not listed separately.
O*NET Code: 49-9099.00

Related Occupations provided by O*NET

No related occupations found

RAPIDS Code	Occupation Title(s)	Estimated Length
0605	AVIATION SAFETY EQUIPMENT TECHNICIAN	4 Years
1050	LUBRICATION SER MATERIAL DISPOSAL TECH	2 Years

+ ADD OCCUPATION

Indicating an Apprenticeship Approach and Defining Work Process Schedules

Next, users should indicate an apprenticeship approach. Apprenticeships can be time-based, competency based, or a hybrid approach.

- **Time-Based Approach** measures skill based on completion of on-the-job training. Generally, this type of apprenticeship lasts between 1 and 4 years.
- **Competency-Based Approach** measures skill based on successful demonstration and evaluation of apprentice skills and knowledge. Generally, this type of apprenticeship lasts between 1 and 4 years.
- **Hybrid Approach** measures skill based on combination of on-the-job training and skill demonstration. Generally, this type of apprenticeship lasts between 1 and 4 years, averaging at 2-2.5 years.

Show Menu | Help | Save & Exit

Let's learn about your apprenticeship approach

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

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

Time-Based

Measure skill acquisition through the individual apprentice's completion of on-the-job learning.

Competency-Based

Measure skill acquisition through successful demonstration of skills and knowledge.

Hybrid

Measure skill acquisition through combined on-the-job learning and successful demonstration of competency.

Back | NEXT

Depending on the type of method selected, work process schedules need to be filled in and entered a little differently. A **work process schedule** includes the list of required apprenticeship activities along with the number of hours each relevant task requires to be met. **These hours can vary, and depend on the occupations selected.** In addition, for apprenticeships that are either time-based or hybrid, the duration of these on-job learning (OJL) tasks **can be adjusted by 25% above or below the recommended OJL hours.**

- **Work Process Schedules for Time-Based Approach**
 - Sponsor will need to complete each section in hours to add up to the total duration of the apprenticeship.
- **Work Process Schedules for Competency-Based Approach**
 - In this case, sponsor users don't need to complete each section in hours, as progress in competency-based occupations is measured with skill demonstration.
- **Work Process Schedules for Hybrid Approach**
 - Sponsors may complete each section in hours as progress in hybrid occupations is measured with a mix of on-the-job training and skill demonstration. Both a minimum and maximum number of hours for each task must be specified. Again, the duration of these on-job learning (OJL) tasks **can be adjusted by 25% above or below the recommended OJL hours.**

Note: no matter the type of apprenticeship method selected, work process schedules and their detailed tasks can be edited, added, or removed by clicking the **Edit Work Activities** button in the lower hand corner of the screen.

☰ Show Menu 🔗 Help | 💾 Save & Exit

Let's customize your work process schedule

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

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

Enter the hours required for the apprentice to complete each work activity.

The total hours can vary between 6000 and 10000 hours

Detailed Work Activities	Hours	
A. Disassemble equipment for maintenance or repair. • Disassemble machinery or equipment to remove parts and make repairs.	<input type="text"/>	✖
B. Maintain work equipment or machinery. • Repair or maintain the operating condition of industrial production or processing machinery or equipment.	<input type="text"/>	✖
C. Repair worn, damaged, or defective mechanical parts. • Repair or replace broken or malfunctioning components of machinery or equipment.	<input type="text"/>	✖
D. Replace worn, damaged, or defective mechanical parts. • Repair or replace broken or malfunctioning components of machinery or equipment.	<input type="text"/>	✖
E. Observe equipment in operation to detect potential problems. • Observe and test the operation of machinery or equipment to diagnose malfunctions, using voltmeters or other testing devices.	<input type="text"/>	✖
F. Test mechanical equipment to ensure proper functioning. • Observe and test the operation of machinery or equipment to diagnose malfunctions, using voltmeters or other testing devices.	<input type="text"/>	✖
G. Adjust equipment to ensure optimal performance.	<input type="text"/>	✖

[EDIT WORK ACTIVITIES](#)

Let's customize your work process schedule

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

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

Enter the hours required for the apprentice to complete each work activity.

The total hours can vary between 6000 and 10000 hours

Detailed Work Activity* Hours

Disassemble equipment for maintenance or repair.

Tasks

Disassemble machinery or equipment to remove parts and make repairs. ✖

[Add Task](#) Remove Work Activity

Detailed Work Activity* Hours

Maintain work equipment or machinery.

Tasks

Repair or maintain the operating condition of industrial production or processing machinery or equipment. ✖

Outlining Related Instruction

Sponsors can choose their own program or external organizations to provide their apprentices with related training options. If the sponsor's organization will be the one providing the training, their contact data will prepopulate into the form.

Let's add your training provider

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

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


Will your organization be the one providing related training?

Yes


Enter your training provider details below:

Training Provider

Name *




Address



City **State** **Zip**

Training Provider Contact

First Name	Last Name	Telephone	Email
 <input type="text" value="Test"/>	<input type="text" value="Org"/>	<input type="text" value="(301) 123-1234"/>	<input type="text" value="testorg@gmail.com"/>

← Back
CONTINUE

If a different organization will provide the training, the user can enter that information into the form.

Let's add your training provider

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

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


Will your organization be the one providing related training?

No


Enter your training provider details below:

Training Provider

Name *




Address



City **State** **Zip**

Training Provider Contact

First Name	Last Name	Telephone	Email
 <input type="text"/>	<input type="text"/>	<input type="text" value="(123) 456-7890"/>	<input type="text" value="yourname@domain.cor"/>

← Back
CONTINUE

Once contact information is entered for the related training instruction provider, sponsors can click **Continue** to enter one or more specific courses/subjects as they relate to the apprenticeship.

Now, let's add your training outline

A training outline includes a list of anticipated courses, learning objectives, and the estimated number of hours that each course will last.

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

A course of study should include some of the following based on the **Classification of Instructional Programs (CIP) Code 47.0609 - Avionics Maintenance Technology/Technician**.

Definition: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of aircraft operating, control, and electronic systems. Includes instruction in flight instrumentation, aircraft communications and homing systems, radar and other sensory systems, navigation aids, and specialized systems for various types of civilian and military aircraft.

This occupation typically takes 3.1 Years , or 446.4 Contact Hours of related training to complete.

Subject/Knowledge	Course Number	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	✖
	Contact Hours	<input style="width: 95%;" type="text"/>
Learning Objectives		
<input style="width: 95%;" type="text"/>		
✖		
➕ Add Learning Objective		

➕ ADD ANOTHER SUBJECT
←

Specifying the Probationary Period

Every applicant selected for apprenticeship must serve a probationary period, during which either apprentice or sponsor can terminate the apprenticeship agreement by notifying the other party in writing.

Let's add your probationary period

Every applicant selected for apprenticeship will serve a probationary period.

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

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing.

After the probationary period, the apprenticeship agreement may be cancelled or suspended after reasonable opportunity for corrective action.

The probationary period is typically calculated to be 25% of the length of the program, or 1 year, whichever is less.

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

⬇

Your apprenticeship program has an approximate length of 4000 hours.

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CONTINUE

Defining Wages and Wage Amounts

Apprentices must be paid a wage rate that is progressively increasing throughout the course of their apprenticeship. Sponsor users can specify multiple wage levels by clicking the icon to **Add More Levels**.

Let's start entering your wages

Apprentices must be paid a progressively increasing schedule of wages during their apprenticeship.

Select Occupation Apprenticeship Approach Work Process Schedule Related Training Probationary Period **Wages** Selection Procedures

Entry Wage **Completion/Mentor Wage** **Wage Rate**

The wage at which the apprentice will start. The wage the apprentice will make at the end of the apprenticeship. Choose the rate at which the apprentice will be paid.

[Click here to add more levels to your wage schedule](#)

◀ Back NEXT

Let's start entering your wages

Apprentices must be paid a progressively increasing schedule of wages during their apprenticeship.

Select Occupation Apprenticeship Approach Work Process Schedule Related Training Probationary Period **Wages** Selection Procedures

Entry Wage **Completion/Mentor Wage** **Wage Rate**

The wage at which the apprentice will start. The wage the apprentice will make at the end of the apprenticeship. Choose the rate at which the apprentice will be paid.

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

Items	Period	% of Mentor Wage	Duration (Hours)	Wage (Hourly)	Description
	1st	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>
	End Wage	100%	0 Hours	<input type="text"/>	<input type="text"/>

[Add Additional Wage Level](#)

◀ Back NEXT

Outlining Selection Procedures

Every sponsor is required to enter some of the selection procedures they will utilize as part of recruiting for and filling their open positions, whether from within or without the company. Selection procedures are required by the Office of Apprenticeship regardless of the final number of registered/active apprentices.

Hide Menu Help | Save & Exit

Let's enter your selection procedures

How do you plan to select your apprentices?

Select Occupation Apprenticeship Approach Work Process Schedule Related Training Probationary Period Wages **Selection Procedures**

Selection procedures are required no matter how many apprentices are registered in the program. [Learn More](#)

Examples of selection procedures include:

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

Selection Procedures


Procedure #1
Procedure #2
Procedure #3

◀ Back NEXT

Every sponsor is required to enter some of the selection procedures they will utilize as part of recruiting for and filling their open positions, whether from within or without the company. Selection procedures are required by the Office of Apprenticeship regardless of the final number of registered/active apprentices that will be served. Once selection procedures have been defined, sponsor users have officially completed adding a single occupation end-to-end for registration and apprenticeability. If they desire, they may continue with the process or **add another occupation**.

Thanks Test First!

Your occupation has been added to your program. You can add another occupation or continue to the next section

Select Occupation	Apprenticeship Approach	Work Process Schedule	Related Training	Probationary Period	Wages	Selection Procedures
AIRCRAFT MECHANIC, ELECTRICAL						
O*NET SOC Code 49-2091.00					RAPIDS Code (0003)	
The apprenticeship approach is 🕒 Time-Based						
The term of the apprenticeship is 📅 3.1 Years with an OJL attainment of 🕒 6200 Hours, supplemented by the minimum required 🕒 0 Hours (total) of related training plan.						
The apprentice to journeyworker ratio is 1 Apprentice(s) to 1 Journeyworker(s).						
The current hourly mentor/completion wage rate is:						
Every applicant selected for apprenticeship will serve a probationary period of 🕒 1550 Hours						
The selection procedures for this occupation are the following: ☰						
Procedure #1						
Procedure #2						
Procedure #3						
There are 13 detailed work activities with a total length of 6200 Hours						
The training provider is Test Organization						
There are 1 subjects with a total instruction length of 0 Hours						
⏪ Back						
						ADD ANOTHER OCCUPATION NEXT

Finalizing Your Apprenticeship Program

Before submitting program standards for Office of Apprenticeship review, the following elements have to be addressed in program standards in order for the apprenticeship program to be considered compliant with various federal and state regulations.

Defining Minimum Qualifications

Sponsors must determine the minimum qualifications needed for participating in their apprenticeship program. These include age and education requirements, physical capability, and other qualifications. **Note:** In future implementations, the minimum age will default to 18 as opposed to 16, and apprentices younger than 18 will need to have **required** parental consent/signatures on the apprenticeship agreement.

Hide Menu Help Save & Exit

OK, let's determine your minimum qualifications

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

Minimum Qualifications	Related Training	Previous Experience	EEO Pledge	Affiliation	Disclosure Agreement
<p>Minimum Age (required) *</p> <p>24</p> <p><small>An apprentice must be at least 16 years of age, except where a higher age is required by law.</small></p>					
<p>Driver's License (optional)</p> <p><input checked="" type="checkbox"/> A valid driver's license is required</p>					
<p>Educational Requirements (optional)</p> <p>High School Diploma</p>					
<p>Physical Requirements (optional)</p> <p>Optional</p>					
<p>Aptitude Tests (optional)</p> <p>Optional</p> <p><small>Enter the name of the aptitude test(s) being administered.</small></p>					
<p>Other Qualifications (optional)</p> <p>Optional</p> <p><small>List all other requirements.</small></p>					

[Back](#) **CONTINUE**

Additional Related Training Information

While related training outlines have been covered in previous sections, this part of the standards process focuses on wages earned during related training; in particular, sponsors have to specify whether their apprentices will be financially compensated for time spent attending courses in accordance with their related training plan.

Previous Experience

Sponsors can allow applicants seeking credit for previous experience gained outside the apprenticeship program to furnish evidence appropriate to substantiate the claim. This involved applicants furnishing official documents including transcripts, affidavits, certificates, and other documentation deemed appropriate by the sponsor.

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

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

Minimum Qualifications	Related Training	Previous Experience	EEO Pledge	Affiliation	Disclosure Agreement
		<p>Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim.</p> <p>Do you have any additional requirements for the apprentice to receive credit for previous experience?</p> <p>Yes</p> <p>Enter any additional requirements below</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>a</p> <p>b</p> <p>c</p> </div>			

[Back](#) **CONTINUE**

Equal Employment Opportunity (EEO) Pledge

Sponsors can indicate all the protected groups and bases in this apprenticeship program for the purposes of recruitment and Diversity/Inclusion.

Now let's add your Equal Opportunity Pledge

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

Minimum Qualifications Related Training Previous Experience **EEO Pledge** Affiliation Disclosure Agreement

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

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

Yes

Enter any additional protected bases below

Veteran Status

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Disclosing Affiliation

Sponsors can indicate any relevant union affiliations for their apprenticeship program. Generally, however, most apprenticeship programs tend not to be affiliated with a union.

Show Menu Help | Save & Exit

Let's learn about any affiliations

Most apprenticeship programs are not affiliated with a union

Minimum Qualifications Related Training Previous Experience EEO Pledge **Affiliation** Disclosure Agreement

Is your program affiliated with a union?

No

? Most apprenticeship programs are not affiliated with a union

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A Note on Disclosing Related Training Outlines

Sponsors can choose whether or not to share their outlines with potential apprenticeship sponsors. This is entirely optional, and has no bearing on the outcome of the review that your program standards are about to undergo.

Share your related training & instruction outline

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

Minimum Qualifications Related Training Previous Experience EEO Pledge Affiliation **Disclosure Agreement**

Share your Related Training & Instruction Outline

Disclosure Agreement (optional)

I agree to share my outline with other potential apprenticeship sponsors

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Reviewing and Submitting Standards

Sponsors then move onto a summary page that displays their progress in each area, and if they are missing any key information, they are prompted at the top of the screen to add missing information prior to submission for review.

Once all the necessary information has been entered and validated, sponsors can submit their standards for OA Review.

STANDARDS BUILDER

- There are no prior apprenticeships
- There are no aptitude tests
- There are no other qualifications

Related Training Plan [Edit](#)

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

Previous Experience [Edit](#)

Additional Requirements for an apprentice to receive credit for previous experience: a b c

Equal Opportunity Pledge [Edit](#)

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

Additional Protected Bases: Veteran Status

Affiliation [Edit](#)

No Affiliation

Disclosure Agreement [Edit](#)

I do authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors

Ready to Submit?

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

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

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

View your draft Apprenticeship Standards!

Below you'll find all of the documents for your apprenticeship standards

Back SAVE & EXIT **OK, I'M READY TO SUBMIT**

Appian for US Department of Labor (TEST) account creation Inbox x

Appian for US Department of Labor (TEST) <admin@doltest.applancloud.com>

to ▾

Dear Michael Busch,

Your Appian for US Department of Labor (TEST) account has been created by your administrator: karthik paravathaneni. Your username and temporary password are below:

Username: betrearontezera@gmail.com

Temporary Password: t}B^lPY<Uy.vP7=9XU~qch{9

To log in with your temporary password, navigate to <https://doltest.applancloud.com/suite?signin=native>

You will be asked to select a new password when you log in.

If you have any questions, please contact your administrator.

Thank you,

Appian for US Department of Labor (TEST)

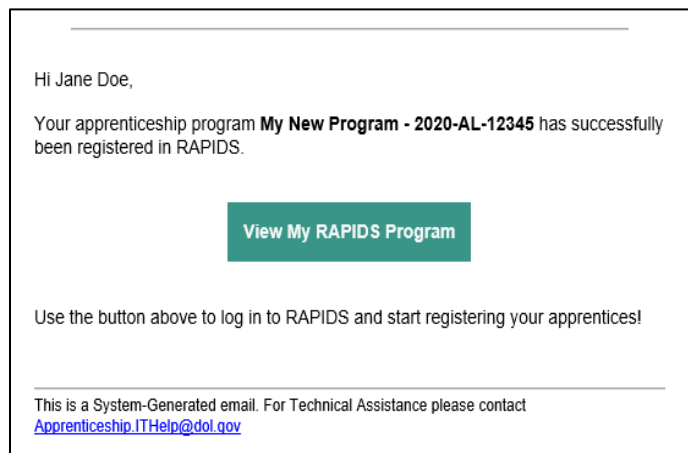
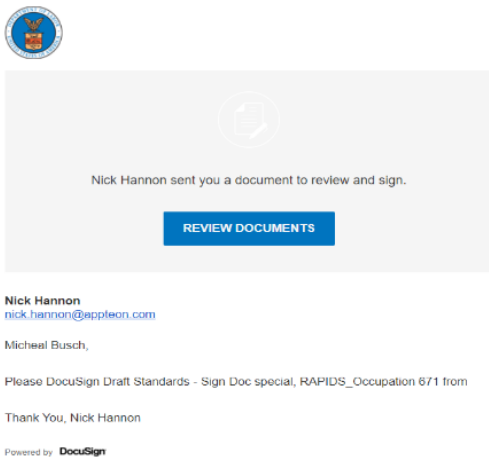
This message has been sent by Appian

Next Steps

Once the standards have been reviewed and submitted, your State Director (SD) will review the progress you've made so far, and reply with any feedback they may have. Once your program has been approved by the Department of Labor, we will collect signatures from you and your program will be registered.

The following is an example of some of the email notifications sponsor users receive along the process of their program getting approved, signed, and registered:

The image below on the left, from Docu-Sign, inviting sponsors to review draft standards and sign them, reaches sponsors via email once their ATR and SD review their program and signs the program standards. Once OA program registration has been completed on the ATR side, the notification to the right is visible, which includes your program's official program number in the format [YYYY-State Code-ProgramNumber]. Concurrently you will receive the welcome and credential emails pictured left, the latter of which includes your username and password that you can use after clicking the button "View My RAPIDS Program" in the notification email above.



Michael Busch,

Welcome to RAPIDS 2.0! Your program number is: **2021-FL-82294**

In a separate email titled "BPMS - U.S. Department of Labor account creation" you will receive your log on instructions. These instructions include your username, temporary password, and the link to access the system. Please note that your username is your email address all in lower case.

If you do not receive the system generated email containing your temporary password, please use the following alternative steps to set up your account:

- Open your browser and go to the following website: <https://dol.appiancloud.com/suite>
- Please bookmark this website in your browser's list of favorite websites
- Choose the "Forgot your Password" link on the log on screen (see attachment)
- Enter your username in lower case and select "send email"
- Once you receive the email from the system, please log on and change your temporary password
- Passwords must be a minimum of eight characters with a minimum of one capital letter and one special character

Please review the attached documents for additional help getting started with the RAPIDS 2.0 system.

Thank you

Additional Resources

Glossary

ONET

An occupational information framework used by Standards Builder for choosing occupations in the process of setting up new standards for program sponsors.

Sponsor

An organization/entity that partners with the Office of Apprenticeship to provide communities with quality pre-apprenticeship and apprenticeship opportunities.

ATR

Apprenticeship and Training Representative – Role in Office of Apprenticeship, US Department of Labor

SD

State Director – Role in Office of Apprenticeship, US Department of Labor

Time-Based

A method of assessing skill acquisition during apprenticeships, based on specified work tasks and activities, along with the corresponding number of required hours to put towards said activities.

Competency-Based

A method of assessing skill acquisition during apprenticeships, based on demonstration of skill and the technical proficiency of work performance.

Hybrid

Application of a combination of time-based and competency-based measurements to reflect skill acquisition and apprentice progress.

Protected Bases

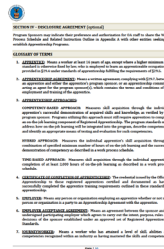
Protected Groups defined by race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability.

EEO

Equal Employment Opportunities.

Additional Reference

For additional information, please view the embedded document below, which outlines Sponsor Requirements for Registered Apprenticeship Programs. **Right click the first page, below, click “Acrobat Document Object”, and click open, at which point the full PDF will open for you in Adobe.**



Contact Us

For any other questions and concerns, please don't hesitate to contact us at Apprenticeship.ITHelp@dol.gov.