

Sponsor WEB Interface

Sponsors are provided special credentials, which will only work for the specific sponsor. The credentials that are provided to a sponsor are a PIN number and a corresponding KEY value. The PIN/KEY combination is what the sponsor will use to authenticate themselves and access the necessary functionality from the DLI website. ***KEY is case sensitive***

- Sponsor Log In Page

The screenshot shows the Minnesota Department of Labor & Industry website. The header includes the department logo and a navigation menu with items: About DLI, Construction Codes and Licensing, OSHA, Wage and Hour, and Workers' Compensation. The main content area is titled "Sponsor Log In" and "Division of Voluntary Apprenticeship - Apprenticeship Agreements". It features input fields for "PIN:" and "Key:" and a "Log In" button. Below the input fields, there is a text prompt: "Enter the PIN and Key that were provided. Contact your Field Representative if you need assistance with the PIN and Key." A secondary navigation menu at the bottom includes: Home, About L&I, Statutes and Rules, News room, Coming events, and Disclaimer. The footer text reads: "Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155".

- Apprenticeship Sponsor menu is available to the sponsor after they successfully enter their web credentials.

The screenshot shows the Minnesota Department of Labor & Industry website displaying the "Apprenticeship Sponsor Menu". The header is identical to the previous screenshot. The main content area lists the following information:

Sponsor	TEST PROGRAM
Address	999 TESTING AVE
City	ST PAUL, MN 55155
Contact	
Email	
Active Agreements	2

Below the menu, the text reads: "Select one of the following menu choices...". A list of menu options is provided:

NEW AGREEMENT	Online apprenticeship agreement form
EDIT AGREEMENT	Edit apprenticeship agreement information
APPRENTICE LIST	Review and print active apprentices
SUBMIT WAGE SCALE	Send an updated or new wage scale to the Apprenticeship office NEW

Submit Wage Scale – New Menu Item



The sponsor will click on the Submit Wage Scale link to submit wage scales.


- Standard Number will prepopulate. If more than one select from drop down.
- Add attachment description (EX: Wage Scale Machinist).
- Browse your computer to locate document to submit.
- Add File – Click to attach the selected file.
- Once file(s) added will display File Name, Description and Date Submitted.
- Click Add file again if more than one document to submit.
- Delete – Ability to delete if wrong document attached before it's uploaded.
- Click upload wage scale document(s) when all files added.



Wage scale submission

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Select a file from your computer (Word, PDF, Excel document) and upload it to the Apprenticeship office. Click the "Browse ..." button to select a file from your workstation/computer. Once the file is selected, click "Upload wage scale document" to complete the submission. The file will then be sent to the Apprenticeship office where it will be reviewed and entered into the system.

Select the standard the wages are to be uploaded to:  

Attachment description:
 

  (click to attach the selected file)

	FileName	Description	Date Submitted
Delete	\\WAGE SCHEDULE 9088 MACHINIST .DOCX	WAGE SCALE MACHINIST	6/6/2017





[About DLI](#) [Construction Codes and Licensing](#) [OSHA](#) [Wage and Hour](#) [Workers' Compensation](#)

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Thank you for submitting your Wage Scale.

[Home](#) [About L&I](#) [Statutes and Rules](#) [News room](#) [Coming events](#) [Disclaimer](#)

Return to Menu – Click to return to Sponsor menu page or close browser if done.

New Agreement

- Data Privacy Disclaimer page



About DLI Construction Codes and Licensing OSHA Wage and Hour Workers' Compensation

Online Apprenticeship Agreement

Sponsor **TEST PROGRAM**

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Address **999 TESTING AVE**

City **ST PAUL, MN 55155**

Contact

Email

Data privacy for online apprenticeship agreements

The Minnesota Department of Labor and Industry, Apprenticeship unit is pleased to offer online submission of apprenticeship agreements to employers and apprentices. To process online submissions of agreements for approval, it is necessary for employers and apprentices to provide their identifying information and information about the terms of the agreement on the agreement form.

To submit online, the apprentice must supply his or her Social Security number and veteran claim number, if different from the Social Security number, for identification and verification of his or her electronic signature. An apprentice may refuse to supply the Social Security number, but failing to supply the number will eliminate the option to submit the agreement online and will delay the approval of the agreement or cause it not to be approved.

The Social Security number, and veterans claim number if different, is used for identification and tracking purposes and may be shared with the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services and the Department of Veterans Affairs.

I understand and agree

- **Step 1 - Apprentice Identification**
 - Mandatory fields are indicated with an asterisk (*).
 - Click next to continue.



About DLI Construction Codes and Licensing OSHA Wage and Hour Workers' Compensation

Online Apprenticeship Agreement

Sponsor **TEST PROGRAM**

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Address **999 TESTING AVE**

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Contact

Email

Step 1 of 10

Apprentice Identification

Apprentice SSN *

Birth Date *

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- **Step 2 - Apprentice Information**
 - Mandatory fields are indicated with an asterisk (*).
 - Click next to continue.

Online Apprentice Agreement

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 Address **999 TESTING AVE**
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 Email

Step 2 of 10

Apprentice Information

Apprentice Name * *
(First Name) (Last Name)

Address *

City State: Zip: *

Email

Phone Fax: Other:

Gender * Ethnicity *

Veteran * (Min 181 days active duty) Veteran Number

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- **Step 3 – Agreement Information**
 - Mandatory fields are indicated with an asterisk (*).
 - Click next to continue.
 - Fringe benefits fields will display for non-union programs

Online Apprentice Agreement

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 Address **999 TESTING AVE**
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 Email
 Apprentice **TEST T TESTER**

Step 3 of 10

Agreement Information

Trade or craft (select a trade) *
 Effective date (start date) * (MM/DD/YYYY)
 Required school time compensated

Fringe benefits provided? **What is a "bona fide" fringe benefit?**
 Fringe benefits (list them)
 (Programs without a collective bargaining agreement must list bona fide fringe benefits provided to their apprentices.)

Examples of a bona fide fringe benefit: Health Insurance, Dental Insurance, Life Insurance, Disability Insurance, Paid Sick Leave, Paid Vacation Leave, Holiday Pay, Pension/401K (employer contribution), Health Savings Account (employer contributions), Tuition paid directly by employer to educational institution.

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- **Step 3 – Agreement Information**
 - Union program display
 - Mandatory fields are indicated with an asterisk (*).
 - Click next to continue.

Step 3 of 10

Agreement Information

Trade or craft *

Effective date (start date) * (MM/DD/YYYY)

Required school time compensated

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- **Step 4 – Wage Scale Selection**
 - Wage scale(s) are selected by group #. Area description will be populated if applicable.
 - Click on drop down to select the Group # associated to correct wage scale.
 - Click next to continue.

Online Apprenticeship Agreement

Sponsor **TEST PROGRAM** [Return to Menu](#)

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City **ST PAUL, MN 55155**

Contact _____ Apprentice **TEST T TESTER**

Email _____

Step 4 of 10

Wage Scale

Select the wage scale by group number

GRP #	Area	Effective	Start	End	Units	J Wage	Percent	Rate	Competency
01	AREA 1	5/1/2017	0	1000	HOURS	20.00	75.00%	15.00	
01	AREA 1	5/1/2017	1001	2000	HOURS	20.00	80.00%	16.00	
01	AREA 1	5/1/2017	2001	3000	HOURS	20.00	85.00%	17.00	
01	AREA 1	5/1/2017	3001	4000	HOURS	20.00	90.00%	18.00	
02	AREA 2	5/1/2017	0	1000	HOURS	25.00	75.00%	18.75	
02	AREA 2	5/1/2017	1001	2000	HOURS	25.00	80.00%	20.00	
02	AREA 2	5/1/2017	2001	3000	HOURS	25.00	85.00%	21.25	
02	AREA 2	5/1/2017	3001	4000	HOURS	25.00	90.00%	22.50	

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- Wage scale selected will be assigned to the agreement.
- Click next to continue.

Wage Scale

Select the wage scale by group number

GRP #	Area	Effective	Start	End	Units	J Wage	Percent	Rate	Competency
01	AREA 1	5/1/2017	0	1000	HOURS	20.00	75.00%	15.00	
01	AREA 1	5/1/2017	1001	2000	HOURS	20.00	80.00%	16.00	
01	AREA 1	5/1/2017	2001	3000	HOURS	20.00	85.00%	17.00	
01	AREA 1	5/1/2017	3001	4000	HOURS	20.00	90.00%	18.00	

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- **Step 4 – Wage Scale**
 - If no wage scale exists will see the message below.
 - Click next to continue

Wage Scale

Select the wage scale by group number

No wage scales, or competency by group... click "Next" to continue.

- **Step 5 – Employment Information**
 - If Sponsor Employed click “Sponsor Employed” button and will go to Step 7
 - If not search for employer. Enter employer name, or just partial name and click on “Search” button. If the name is found, click the “Select” button next to employer name will go to Step 7
 - If the employer is not found, click the “New Employer” button which will navigate to step 6 in the process to add new employer.

Online Apprentice Agreement

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Step 5 of 10

Employment Information

If the apprentice is employed by a third party employer other than the sponsor, enter the name (or partial name) of the business and then press Search to select an existing business as the third party employer.

Select sponsor employed, search for an existing business, or create new employer.

If the apprentice will be employed directly with the sponsor - click

Employer Name

Enter the partial name of the employer and click **Search**

If it is a new business who has hired the apprentice click

	Employer Name	Address	Location
Select	TEST ANOTHER CO	999 TESTING ST	ST PAUL MN

- **Step 6 – New Employer**
 - Enter employer information.
 - Click next to continue.

Online Apprentice Agreement

Sponsor **TEST PROGRAM** [Return to Menu](#)
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 Apprentice **TEST T TESTER**
 Employer **TEST ANOTHER CO**
Step 6 of 10

New Employer

Employer Name *

Address *

City State: Zip: *

County (select county) *

Contact Name

Email

Web Site

Phone Fax: Other:

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- **Step 7 – Work Experience**
 - Add information if applicable and click “Add Work Experience” button.
 - Complete or if not applicable click next to continue.

Online Apprentice Agreement

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 City **ST PAUL, MN 55155**
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 Apprentice **TEST T TESTER**
 Employer **TEST ANOTHER CO**
Step 7 of 10

Work Experience

Click "Next" if the apprentice has no applicable work experience.

Enter relevant work experience - click "**Add Work Experience**" to add work experience entries.

Start Date End Date Accredited Hours

Employer Name [Add Work Experience](#)

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- **Step 8 – School Experience**
 - Add information only if applicable and click “Add School Experience” button
 - Complete or if not applicable click next to continue.

Online Apprenticeship Agreement

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 Apprentice **TEST T TESTER**
 Employer **TEST ANOTHER CO**
Step 8 of 10

School Experience

Click "Next" if the apprentice has no applicable school experience.

Enter relevant training - click "Add School Experience" to add school/training experience entries.

Start Date End Date Accredited Credits Complete

Course Name

Provider Name

- **Step 9 – Confirmation Page**
 - Enter name and email address click confirm button to receive confirmation email.

Online Apprenticeship Agreement

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 Apprentice **TEST T TESTER**
 Employer **TEST ANOTHER CO**
Step 9 of 10

Confirmation

The Employer, the Apprentice, and his or her parent (or Guardian), in conformity to the terms and conditions provided herein, mutually agree as follows:

That the Employer agrees to employ (or cause to be employed) the Apprentice for the purpose of enabling said Apprentice to learn the stated trade or craft under applicable standards and according to the attached schedule.

That the Apprentice agrees to perform diligently and faithfully the work of the stated trade or craft, complying with the training program as scheduled and authorizes any institution where related training is received to release records of related training to the Director of Apprenticeship, the State Department of Education, the joint apprenticeship committee or its authorized representative, and/or the employer, understanding that the supervision and certification of apprenticeship programs, under applicable law, necessitates periodic review of

Please confirm this agreement.

Submitted by name *
 Email confirmation *

- **Step 10 – Agreement Submitted**
 - View Agreement button will display agreement
 - Next Apprentice button will navigate you back to Step 1 to add another agreement
 - Return to Menu will navigate you back to Sponsor Menu

Online Apprentice Agreement

Sponsor **TEST PROGRAM**

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Address **999 TESTING AVE**

City **ST PAUL, MN 55155**

Contact

Apprentice **TEST T TESTER**

Email

Employer **TEST ANOTHER CO**

Step 10 of 10

Agreement Submitted

Congratulations - the application for an apprenticeship agreement has been submitted to the Minnesota Apprenticeship Division.

[View Agreement](#)

You will receive an email confirmation that we have received and processed the pending apprenticeship agreement application for **TEST T TESTER** in the trade or craft of **MACHINIST** .

Click the "Next Apprentice" button to submit another apprenticeship agreement.

[Next Apprentice](#)