

Apprenticeship Online Applications

The Minnesota Department of Labor and Industry (DLI) has a significant online presence with the department's website (<http://www.dli.mn.gov/main.asp>).

- The department's website represents all of the major divisions, including Apprenticeship, and provides information and functionality over the internet to augment and serve DLI's mission.
- The department's customers and constituents, who include the sponsors, employers, and apprentices under the oversight of the Apprenticeship division, and those who use their services, have come to expect robust web interfaces as a way of doing business with the department.

The department has several Apprenticeship-specific web interfaces. The Apprenticeship functionality is included on the main page of the DLI website.

The screenshot shows the Minnesota Department of Labor & Industry website. At the top, there is a search bar and a navigation menu with links for 'About DLI', 'Construction Codes and Licensing', 'OSHA', 'Wage and Hour', and 'Workers' Compensation'. The main heading is 'Apprenticeship'. Below this, there is a section for 'Online apprenticeship agreements' with a sub-heading 'Interactive apprenticeship agreement form'. To the right, there is a section for 'Apprenticeship Works' with a sub-heading 'Download a copy of Minnesota's apprenticeship newsletter'. At the bottom, there are two sections: 'Programs' and 'Frequently asked questions'. In the 'Programs' section, the link 'Apprenticeship agreements' is highlighted with a red box. In the 'Frequently asked questions' section, the link 'Online Apprenticeship Agreement System instructions' is highlighted with a red box.

The links on the DLI Apprenticeship web pages that are highlighted are linked to the upgraded web functionality.

Apprenticeship Sponsor Lists

The Apprenticeship homepage of the DLI website provides for a directory of sponsors.

- The Apprenticeship Sponsor Directory link directs the user to a list of active sponsors who have programs available for apprenticeship opportunities
- The sponsors are sorted alphabetically by the Minnesota county and then by the sponsor's name
- The user can select lists of sponsors by a specific county or industry
- The information can be exported to an external file as an Excel spreadsheet
- The user can click the Details link for additional information on a sponsor

MINNESOTA DEPARTMENT OF LABOR & INDUSTRY

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

Registered Apprenticeship Sponsors & Training Programs

The directory identifies the county where the sponsor is located. Please select a sponsor to get more detailed information on the available trades within the sponsor's program, along with contact information.

Note: There are many of the same occupations listed in many parts of the state. As you find occupation's of interest, feel free to call the sponsor representatives to ask them about their apprenticeship program. Sponsors are proud of their programs and are always willing to discuss how they are operating and the benefits of having a registered apprenticeship program.

County: All Industry: All Refresh Sponsor/Page: 20

	Sponsor	Address	City	County
Details	AITKIN PUBLIC UTILITIES	120 FIRST ST N W	AITKIN , MN 56431	AITKIN
Details	MILLE LACS ENERGY COOP	36559 US HWY 167	AITKIN , MN 56431	AITKIN
Details	ANOKA ELECTRICAL DEPT -CITY OF	501 PIERCE ST	ANOKA , MN 55303	ANOKA
Details	BLAINE DODGE	9999 CENTRAL AVE N E	BLAINE , MN 55434	ANOKA
Details	CF MOTORFREIGHT	P O BOX 8	CIRCLE PINES , MN 55014	ANOKA
Details	CONNEXUS ENERGY	14601 RAMSEY BLVD	ANOKA , MN 55303	ANOKA
Details	CONSTR CRAFT LABORERS JAC	2350 MAIN ST	HUGO , MN 55038	ANOKA
Details	COON RAPIDS CHRY PLYMOUTH	2710 COON RAPIDS BLVD	COON RAPIDS , MN 55433	ANOKA
Details	DODGE OF BLAINE	9999 HWY 65	BLAINE , MN 55434	ANOKA
Details	E J AJAX & SONS INC	7773 RANCHERS RD	FRIDLEY , MN 55432	ANOKA
Details	IMI CORNELIUS INC	1 CORNELIUS PLACE	ANOKA , MN 55303	ANOKA
Details	LIBERTY PLUMBING & HEATING CO	21435 JOHNSON ST	CEDAR , MN 55011	ANOKA
Details	LTD ENERGY SYS INSTALLJAC	452 NORTHCO DR STE 140	FRIDLEY , MN 55432	ANOKA
Details	LTD ENERGY SYS TECH JATC	452 NORTHCO DR STE 140	FRIDLEY , MN 55432	ANOKA
Details	MEDTRONIC INC	7000 CENTRAL AVE NE	FRIDLEY , MN 55432	ANOKA

Apprenticeship Sponsor Program Details

The Details link next to a sponsor's name can be used to access additional details on the location, contact information, and the trades that are offered by the sponsor.

- The details include information on the number of on-the-job (OJT) training hours and classroom training required to complete the program
- The Sponsor Program Details also includes counts on the number of active apprentices and the number who have completed the program
- Click the Back button to return to the original Sponsor List web page



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

Sponsor Program Details

Sponsor **E J AJAX & SONS INC**
7773 RANCHERS RD
FRIDLEY, MN 55432 County: **ANOKA**

Contact **ROB DUVALL**
Phone **763-277-7764** Fax: **763-571-1887**
Email **Brandon@ejajax.com**
Website

Trade
CL A PUNCH PRESS OPERATOR
CLASS A MACHINE OPERATOR
MAINT MECH ANY INDUSTRY
PROD SHEET METAL WORKER
TOOL & DIE MAKER

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443 Lafayette Road N., St. Paul, MN 55155

Apprenticeship Sponsor Web Interface

After a sponsor has set up their program and received a standard number that has the associated trade defined, they can begin offering apprentices an opportunity to enter into an apprenticeship agreement.

- The DLI website provides an interface which allows sponsors to directly enter new apprenticeship agreements, which are submitted to the Apprenticeship division Field Rep for approval
- Sponsors are provided credentials, which only work for the specific sponsor
 - The credentials include a PIN number and a corresponding KEY value
 - The PIN/KEY combination is what the sponsor uses to authenticate themselves and access the necessary functionality from the DLI website
 - A menu is available after successfully entering the credentials



Sponsor Authentication

The PIN/KEY credentials are required to access the functionality on the DLI website.

The screenshot shows the Minnesota Department of Labor & Industry website. The header includes the department logo and navigation links: 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 a form with fields for "PIN: 9999" and "Key: ●●●●●●", and a "Log In" button. A note below the form reads: "Enter the PIN and Key that were provided. Contact your Field Representative if you need assistance with the PIN and Key." The footer contains links for Home, About L&I, Statutes and Rules, Newsroom, Coming events, and Disclaimer, along with the address: Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155.

Apprentice Lists

The Apprenticeship Sponsor Menu provides the ability to retrieve lists of the apprentices within a program.

- Click the **Apprentice List** link to retrieve a list of the active apprentices



Apprentice List

Sponsor **DULUTH PAINTING & DECORATING JAC**
 Address **3205 COUNTRY DRIVE, PO BOX 150**
 City **ST PAUL, MN 55117**
 Contact **JILL POLANDER**
 Email **taasheim@fti-um.org**
 Active Total: **59** - Minority: **11 (18.6%)** Female: **5 (8.5%)** Veteran: **5 (8.5%)**

[Return to Menu](#)

Active

Apprentices/Page

	Apprentice	Agree #	Standard	Trade	Effective	Stat	Gender	Ethnic	Vet
Details	ARNOLD, BOB	142386	82	DRYWALL FINISHER	5/19/2014	A	M	W	N
Details	BELANGER, CHRIS	132988	82	PAINTER & DECORATOR	3/1/2010	A	M	W	N
Details	BELLS, MATTHEW	132988	82	PAINTER & DECORATOR	3/1/2010	A	M	W	N
Details	BERRY, BOB	142388	82	GLAZIER	3/2/2015	A	M	W	N
Details	BURNHAM, BILLY	142719	82	PAINTER & DECORATOR	9/10/2014	A	M	W	N
Details	CARLSON, JEFFREY	142112	82	GLAZIER	7/17/2013	A	M	W	N
Details	CARLSON, MATTHEW	142113	82	PAINTER & DECORATOR	8/8/2014	A	M	W	N
Details	CHRISTIAN, DEEK	139950	82	PAINTER & DECORATOR	7/4/2013	A	M	W	N
Details	CLARKE, W	142678	82	GLAZIER	8/6/2014	A	M	W	N
Details	COOPER, TIMOTHY	132148	82	PAINTER & DECORATOR	7/26/2008	A	M	W	N
Details	DAVIS, WESLEY	142827	82	DRYWALL FINISHER	9/8/2014	A	M	W	N
Details	DREWER, DEEK	132149	82	DRYWALL FINISHER	11/8/2010	A	M	W	N
Details	DREWSON, JOHANN	142822	82	PAINTER & DECORATOR	9/15/2014	A	M	W	N
Details	FURSTON, FRED	142179	82	PAINTER & DECORATOR	3/23/2015	A	M	W	N
Details	FURSTON, WILSON	142184	82	PAINTER & DECORATOR	3/2/2015	A	F	H	N
Details	FYFFE, CHRISTIAN	142983	82	PAINTER & DECORATOR	6/9/2014	A	M	I	N
Details	FOONER, BOB	132887	82	PAINTER & DECORATOR	3/19/2013	A	M	W	N

The sponsor is provided with statistics on the total number of active apprentice agreements, along with specific statistics on the number of minority, female, and veterans participating in their program.

The sponsor has the ability to retrieve information on all of the apprentices who have ever participated in their program. The apprentice lists defaults to active apprentices, but the sponsor can choose to view any status.

- All
- Active
- Complete
- Inactive
- Pending

The sponsor can export the list of apprentices to an Excel spreadsheet format by clicking the “Export to Excel” button.

Apprentice List		Return to Menu
Sponsor	DULUTH PAINTING & DECORATING JAC	
Address	3205 COUNTRY DRIVE, PO BOX 150	
City	ST PAUL, MN 55117	
Contact	JILL POLANDER	
Email	taasheim@fti-um.org	
Active	Total: 59 - Minority: 11 (18.6%) Female: 5 (8.5%) Veteran: 5 (8.5%)	
<input type="button" value="Export to Excel"/>	<input type="button" value="Active"/> <input type="button" value="Refresh"/>	Apprentices/Page <input type="text" value="20"/>

The **Details** link next to each apprentice to display the Apprenticeship Agreement.

- The Apprentice Agreement can be printed through the web browser

	Minnesota Department of Labor and Industry Division of Labor Standards and Apprenticeship 443 Lafayette Road N. St. Paul, MN 55155-4341	DLIOFFICE USE ONLY Agreement No. Date Approved Director of Apprenticeship																		
	APPRENTICESHIP AGREEMENT																			
PARTIES TO THIS AGREEMENT:																				
Apprentice Name: BILBO K FLINTSTONE	Employer Name:	Agreement Date: 4/20/2015																		
Sponsor Name: DULUTH PTG & DEC JAC		Union: PAINTERS LOCAL 106																		
PARTIES DESIRE TO ENTER INTO AN AGREEMENT OF REGISTERED APPRENTICESHIP:																				
Trade or Occupation: PAINTER & DECORATOR	Standard Number: 82	Apprenticeship Start Date: 4/20/2015																		
Term of Apprenticeship (Total OJT) 6000	Hours Credited to Apprentice: 0	Remaining Hours to Complete: 6000																		
Related Instruction Training Hours: 144	Program Safety Training Hours:	School time compensated:																		
Fringe Benefits Provided to Apprentice: Yes List Fringe Benefits: HEALTH INSURANCE																				
The minimum graduated scale of wages to be paid the apprentice: (In percentages of journeyworker rate per hour) - Journeyworker applicable rate on <u>5/1/2012</u> was <u>34.56</u>																				
<table border="0" style="width: 100%;"> <tr> <td>0 - 1000 Hours</td> <td>50.00%</td> <td>\$17.28</td> <td>1001 - 2000 Hours</td> <td>55.00%</td> <td>\$19.01</td> </tr> <tr> <td>2001 - 3000 Hours</td> <td>60.00%</td> <td>\$20.74</td> <td>3001 - 4000 Hours</td> <td>70.00%</td> <td>\$24.19</td> </tr> <tr> <td>4001 - 5000 Hours</td> <td>80.00%</td> <td>\$27.65</td> <td>5001 - 6000 Hours</td> <td>90.00%</td> <td>\$31.10</td> </tr> </table>			0 - 1000 Hours	50.00%	\$17.28	1001 - 2000 Hours	55.00%	\$19.01	2001 - 3000 Hours	60.00%	\$20.74	3001 - 4000 Hours	70.00%	\$24.19	4001 - 5000 Hours	80.00%	\$27.65	5001 - 6000 Hours	90.00%	\$31.10
0 - 1000 Hours	50.00%	\$17.28	1001 - 2000 Hours	55.00%	\$19.01															
2001 - 3000 Hours	60.00%	\$20.74	3001 - 4000 Hours	70.00%	\$24.19															
4001 - 5000 Hours	80.00%	\$27.65	5001 - 6000 Hours	90.00%	\$31.10															
This agreement is subject to the approval of the Director of Apprenticeship and is binding on the signing parties including the provisions as stated on the reverse. The terms and conditions of the PAINTER & DECORATOR are hereby made a part of this Agreement.																				
Apprentice Signature: BILBO K FLINTSTONE	Telephone Number:	To be completed by Apprentice																		
Street Address (Apprentice): 2525 NOOK N CRANNY BLVD.	City, State & Zip Code: ST PAUL, MN 55102	Race/Ethnic Group: OTHER																		
Sponsor Name: DULUTH PTG & DEC JAC	Officer Name: JILL POLANDER	Gender: Male																		
Street Address, City, State & Zip Code: 3205 COUNTRY DR., 150, ST PAUL, MN 55117	Officer Signature: JILL POLANDER	SSN: xxx-xx-5678																		

New Apprenticeship Agreements

Sponsors have the ability to submit new apprenticeship agreement applications directly to the Apprenticeship division.

- The sponsor will submit all of the necessary information to allow the Field Rep to review the information, prior to the apprenticeship agreement being approved
- Click the **New Agreement** link from the Apprenticeship Sponsor Menu

The Online Apprenticeship Agreement webpage is available to sponsors when they click the New Agreement link.

- It is a multi-step process to collect and submit the necessary information to the Apprenticeship division for approval
- Click the **“I understand and agree”** button in order to confirm that the information has been read and understand that sensitive data will be transmitted to the Apprenticeship division

Data Privacy Disclaimer

MINNESOTA DEPARTMENT OF LABOR & INDUSTRY

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

Online Apprenticeship Agreement

Sponsor **DULUTH PAINTING & DECORATING JAC** [Return to Menu](#)

Address **3205 COUNTRY DRIVE, PO BOX 150**

City **ST PAUL, MN 55117**

Contact **JILL POLANDER**

Email **taasheim@fti-um.org**

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.

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Step 1 – Apprentice Identification

The first step in entering a new apprenticeship agreement is to identify the apprentice.

- An apprentice may have entered into an apprenticeship agreement with a sponsor, which was subsequently not completed the agreement as anticipated
- The apprentice information may already exist, thus the sponsor will be prompted to identify the apprentice to determine if they already exist in the database
- The sponsor will be prompted to enter the apprentices Social Security Number (SSN) and their date of birth (DOB)
 - The two stage identification is intended to deter inadvertent identification

The screenshot shows the 'Online Apprentice Agreement' form for the Minnesota Department of Labor & Industry. The form is titled 'Step 1 of 9: Apprentice Identification'. It displays the sponsor information: Sponsor: DULUTH PAINTING & DECORATING JAC, Address: 3205 COUNTRY DRIVE, PO BOX 150, City: ST PAUL, MN 55117, Contact: JILL POLANDER, Email: taasheim@fti-um.org. Below this, the 'Apprentice Identification' section has two input fields: 'Apprentice SSN' with the value '211111111' and 'Birth Date' with the value '02/01/1991'. There are 'Previous' and 'Next' buttons at the bottom right. The footer includes navigation links (Home, About L&I, Statutes and Rules, Newsroom, Coming events, Disclaimer) and the address: Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155.

Apprentice SSN. The social security number (SSN) or other identifying number that uniquely identifies a person.

Birth Date. The date of birth for the person applying for an apprenticeship agreement.

If the apprentice has previously been involved with an apprenticeship agreement, their information will be automatically displayed in **Step 2** of the process.

- Proceed through the steps of the interface by clicking the “**Next**” button
- Go back to previous steps in the process by clicking the “**Previous**” button

If there is already an active or pending agreement, the sponsor can contact the Field Rep.

Apprentice already has an active or pending agreement. ← Message

Step 2 – Apprentice Information

If the apprentice was successfully identified during Step 1, their information will be displayed. Any existing information can then be updated at this time.

- If they are a new apprentice, the information for the apprentice will be required
- Fields that are mandatory are indicated with an asterisk next to the field (*)

The screenshot shows a web form titled "Online Apprentice Agreement" with a navigation bar at the top containing links for "About DLI", "Construction Codes and Licensing", "OSHA", "Wage and Hour", and "Workers' Compensation". The form is for a sponsor named "DULUTH PAINTING & DECORATING JAC" with address "3205 COUNTRY DRIVE, PO BOX 150", city "ST PAUL, MN 55117", contact "JILL POLANDER", and email "taasheim@fti-um.org". A "Return to Menu" link is present. The current step is "Step 2 of 9" titled "Apprentice Information". The form fields are as follows:

Apprentice Name	Gary * <input type="checkbox"/>	Player *
Address	1234 Golfview Place *	
City	Eagan	State: MN
Zip	55122 *	
Email	garyplayer@gmail.com	
Phone	111-222-3333	Fax: - - - - - Other: 777-888-9999
Gender	Male *	Ethnicity: White *
Veteran (Min 181 days active duty)	No *	Veteran Number: <input type="text"/>

Navigation buttons: Previous, Next

Apprentice Name. The first name, middle initial, and last name of the person.

Address. The main address for the person, including up to two lines for a street or post office address, city, state, and zip code. Note that only a street address and the zip code are required, as the city and state are automatically identified from the zip code.

Email. The email address for the person, which allows for electronic communications.

Phone. Phone numbers, including a primary phone number, a fax number, and a secondary phone number (e.g. cell phone) can be entered.

Gender. The gender of the person.

Male
Female

Ethnicity. The ethnic origin or race of the person.

Asian
Black
Hispanic
American Indian
White
Other

Veteran. Indicates whether the person is a veteran of the armed forces who has served at least a minimum of 181 days of active duty.

Veteran Number. Specifies the VA number for the person if they are a veteran.

Step 3 – Agreement Information

The step 3 procedure involves identifying the actual trade in which the apprentice will participate. All of the information is included in the actual apprenticeship agreement.

- Note that there must be at least 2000 hours left in the apprenticeship to initiate

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Online Apprenticeship Agreement

Sponsor: **DULUTH PTG & DEC JAC** Return to Menu
Address: **3205 COUNTRY DR., 150**
City: **ST PAUL, MN 55117**
Contact: **JILL POLANDER** Apprentice: **BIEBO K WILKINS**
Email: **bhagberg@fti-um.org**

Step 3 of 9

Agreement Information

Trade or craft: *

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

Required school time compensated:

Journey worker wage rate: * (example 23.47)*

Journey worker wage rate effective date: * (MM/DD/YYYY)

Fringe benefits provided(*)?:

Fringe benefits (list them all):
(If no CBA list fringe benefits provided)

Previous Next

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Do you want AutoComplete to remember web form entries? [Learn about AutoComplete](#) Yes No x

Trade. Identifies the trade or occupation that if offered by the sponsor.

Effective Date. Specifies the effective state date of the apprenticeship agreement. Note that it cannot be more than 45 days in the past.

Required School Time Compensated. Specifies whether the apprentice is paid for the time spent in classroom training.

Journeyworker Wage Rate. Specifies the current rate of a journey worker wage. Note that the wage scale will use the journey worker wage rate in the calculations.

Journeyworker wage rate effective date. Identifies the date when the journey worker wage rate was certified or negotiated.

Fringe benefits provided. Specifies whether fringe benefits are included with the apprenticeship agreement.

Fringe benefits. List of any fringe benefits provided. Not required for programs which are collectively bargained agreements (CBA). List any fringe benefits if there is no CBA.

Step 4 – Employment Information

Some of the steps in the apprenticeship agreement submission process may be optional depending upon the circumstances of the sponsor and the apprentice.

- If the apprentice will be working directly for the sponsor, there is no additional employment information required
- However, if the sponsor is a JAC or union, the apprentice will be working with a third-party employer who must be identified



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

Because many apprentices work for employers who are already known to the Apprenticeship division, the sponsor is required to search for an employer first.

- The employer name, or partial name, can be entered, then click the “**Search**” button
- A list of employers with the entered name will be displayed
- Then click the “**Select**” link next to the employer name and address

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

Online Apprenticeship Agreement

Sponsor: **DULUTH PAINTING & DECORATING JAC** [Return to Menu](#)
 Address: **3205 COUNTRY DRIVE, PO BOX 150**
 City: **ST PAUL, MN 55117**
 Contact: **JILL POLANDER** Apprentice: **GARY PLAYER**
 Email: **taasheim@fti-um.org**

Step 4 of 9

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.

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	ASSURED COMMUNICATION	300A EATON ST	ST PAUL MN
Select	ASSURED COMMUNICATIONS	300 EATON STREET	ST PAUL MN
Select	ASSURED COMMUNICATIONS CO	BOX #278	ALBERTVILLE MN
Select	ASSURED CONSULTING SERVICES	PO BOX 211036	EAGAN MN
Select	ASSURED QUALITY PAINTING LLC	942 19TH AVE. N.E. MPLS.	MINNEAPOLIS MN
Select	QUALITY ASSURED PAINTING	942 19TH AVENUE	MINNEAPOLIS MN

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Minnesota Department of Labor and Industry

Employer Name. Enter the employer name, or just a partial name, to search for an employer. The user is required to click the “**Search**” button to check for the employer in the database.

If the name is found, the user should click the “**Select**” link next to the employer name. If an employer is identified by clicking “**Select**”, the procedures will skip to **Step 6**.

If the employer is not found, or it is a new business, the user should click the “**New Employer**” button which will navigate to **Step 5** in the process.

Step 5 – New Employer Information

The Step 5 procedure involves identifying the employer information.

- The required fields are denoted by an asterisk (*)

The screenshot shows the Minnesota Department of Labor & Industry website. The main navigation bar includes links for 'About DLI', 'Construction Codes and Licensing', 'OSHA', 'Wage and Hour', and 'Workers' Compensation'. The page title is 'Online Apprenticeship Agreement'. Below this, there is a 'Return to Menu' link. The form displays the following information:

Online Apprenticeship Agreement

Sponsor: **DULUTH PAINTING & DECORATING JAC** [Return to Menu](#)

Address: **3205 COUNTRY DRIVE, PO BOX 150**

City: **ST PAUL, MN 55117**

Contact: **JILL POLANDER** Apprentice: **GARY PLAYER**

Email: **taasheim@fti-um.org**

Step 5 of 9

New Employer

Employer Name: *

Address: *

City: State: Zip: *

County: *

Contact Name:

Email:

Web Site:

Phone: Fax: Other: x

Navigation:

Footer: [Home](#) [About L&I](#) [Statutes and Rules](#) [Newsroom](#) [Coming events](#) [Disclaimer](#)

Employer Name. Enter the legal name of the employer.

Address. The address of the employer, including the zip code are required.

County. The county where the employer is located is required.

Contact Name. The name of a contact for the employer.

Email. The email address for the employer or the contact person

Website. The website address for the employer (URL).

Phones. The primary phone number, fax number, and an alternate phone number.

Step 6 – Work Experience

If the apprentice has previous work experience that can be accredited to the apprenticeship agreement, it should be entered during this step.

- If there are multiple employers whom the apprentice worked for, as many entries as necessary can be entered
- For each work experience entry that is entered, the user will need to click the “**Add Work Experience**” button to include it in the list of work experience
- Click the “**Next**” button when finished or if there is no work experience

The screenshot shows the 'Online Apprenticeship Agreement' form for Step 6 of 9, 'Work Experience'. The form is for a sponsor 'DULUTH PTG & DEC JAC' and an apprentice 'GARY PLAYER' at 'AWESOME PAINTING SERVICES, INC.'. The 'Work Experience' section includes instructions to click 'Next' if no experience is applicable or to click 'Add Work Experience' to add entries. There are input fields for Start Date, End Date, Accredited (checkbox), and Hours (dropdown). An 'Add Work Experience' button is highlighted with a red box. Below the form is a table with one entry for 'ASSURED PAINTING SERVICES, INC.' with 1200 accredited hours and type 'H'. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

	Start Date	End Date	Employer Name	Accredited	Type
Delete	01/01/2014	12/31/2014	ASSURED PAINTING SERVICES, INC.	1200	H

Start Date. Specifies the start date of the work experience.

End Date. Specifies the ending date of the work experience.

Accredited. Specifies the quantity of units for the work experience (typically in hours).

Hours
Months

Employer Name. Specifies the name of the employer for the work experience.



* **IMPORTANT** – Click the **Add Work Experience** button to add it to the list.

Step 7 – School Experience

If the apprentice has previous school experience that can be accredited to the apprenticeship agreement, it should be entered during this step.

- If there are several training courses where the apprentice participated, as many entries as necessary can be entered
- For each classroom/school experience entry that is entered, the user will need to click the “**Add School Experience**” button to include it in the list
- Click the “**Next**” button when finished or if there is no school experience

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

Online Apprenticeship Agreement

Sponsor: **DULUTH PTG & DEC JAC** [Return to Menu](#)

Address: **3205 COUNTRY DR., 150**

City: **ST PAUL, MN 55117**

Contact: **JILL POLANDER** Apprentice: **GARY PLAYER**

Email: **bhagberg@fti-um.org** Employer: **AWESOME PAINTING SERVICES, INC.**

Step 7 of 9

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 / / x End Date Accredited Hours Complete

Course Name

Provider Name

	Start Date	End Date	Course Name	School Name	Accredited	Type	Comp
Delete	09/01/2014	12/15/2014	PAINTING 101	NW TECHNICAL INSTITUTE	40	H	Y

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

Minnesota Department of Labor and Industry
443 Lafayette Road N., St. Paul, MN 55155

Start Date. Specifies the start date of the classroom/school experience.

End Date. Specifies the ending date of the classroom/school experience.

Accredited. Specifies the quantity of units for the classroom/school experience (typically in hours). The type of units can be specified as necessary.

Credits
Hours
Months
Years

Complete. Indicates if the apprentice completed the course or field of study.

Course Name. Specifies the name of the course or program for the classroom/school experience.

Provider Name. Specifies the name of the provider for the classroom/school experience.



* **IMPORTANT** – Click the **Add School Experience** button to add it to the list.

Step 8 - Confirmation

The final step of the process is to confirm the information that was entered during the apprenticeship agreement submission process.

- Click the “**Previous**” button to review the entries if necessary
- After the confirmation notice has been reviewed, and the name and email address entered, click the “**Confirm**” button

The screenshot shows the 'Online Apprenticeship Agreement' confirmation page. At the top, there is a navigation bar with links for 'About DLI', 'Construction Codes and Licensing', 'OSHA', 'Wage and Hour', and 'Workers' Compensation'. Below this, the page title is 'Online Apprenticeship Agreement'. The sponsor information is: 'DULUTH PAINTING & DECORATING JAC', '3205 COUNTRY DRIVE, PO BOX 150', 'ST PAUL, MN 55117', and contact 'JILL POLANDER' at 'taasheim@fti-um.org'. The apprentice is 'GARY PLAYER' and the employer is 'AWESOME PAINTING SERVICES, INC.'. The page is labeled 'Step 8 of 9'. Under the 'Confirmation' section, there is a scrollable area containing the following text: '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'. Below this text, there are two input fields: 'Submitted by name' with the value 'Harvey Dent' and 'Email confirmation' with the value 'harveydent@yahoo.com'. At the bottom right, there are 'Previous' and 'Confirm' buttons.

Submitted by name. Name of the person entering the apprenticeship agreement.

Email confirmation. Email address to receive the confirmation notice.

Step 9 – Agreement Submitted

The last step is a confirmation that the apprenticeship agreement was submitted to the Apprenticeship division.

- Click the **View Agreement** button to review the actual agreement information
 - If there is a browser message about a blocked pop-up, click **Always Allow** pop-ups for this site
- If the user will be entering multiple apprenticeship agreements in a single session, click the **Next Apprentice** button to continue

The screenshot displays the Minnesota Department of Labor & Industry website. At the top, there is a navigation bar with links for 'About DLI', 'Construction Codes and Licensing', 'OSHA', 'Wage and Hour', and 'Workers' Compensation'. Below this, the page title is 'Online Apprenticeship Agreement'. The main content area shows the following information:

Sponsor	DULUTH PAINTING & DECORATING JAC	Return to Menu
Address	3205 COUNTRY DRIVE, PO BOX 150	
City	ST PAUL, MN 55117	
Contact	JILL POLANDER	Apprentice GARY PLAYER
Email	taasheim@fti-um.org	Employer AWESOME PAINTING SERVICES, INC.

Below the contact information, it says 'Step 9 of 9' and 'Agreement Submitted'. A congratulatory message states: 'Congratulations - the application for an apprenticeship agreement has been submitted to the Minnesota Apprenticeship Division. You will receive an email confirmation that we have received and processed the pending apprenticeship agreement application for **GARY PLAYER** in the trade or craft of **PAINTER & DECORATOR**.' There are two buttons: 'View Agreement' and 'Next Apprentice'. At the bottom, there is a footer with navigation links: 'Home', 'About L&I', 'Statutes and Rules', 'Newsroom', 'Coming events', and 'Disclaimer'. The address 'Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155' is also listed.

An email confirmation notice will be sent to the email address provided in the Confirmation step of the process.

Online Apprenticeship Agreement

The Apprenticeship Agreement can be reviewed when the user clicks the **View Agreement** button after entering the agreement information.

The user can use the browser **Print** capabilities to print the Apprenticeship Agreement.

	Minnesota Department of Labor and Industry Division of Labor Standards and Apprenticeship 443 Lafayette Road N. St. Paul, MN 55155-4341	DLI OFFICE USE ONLY Agreement No. 145380 Date Approved Director of Apprenticeship John Aiken																		
	APPRENTICESHIP AGREEMENT																			
PARTIES TO THIS AGREEMENT:																				
Apprentice Name: GARY PLAYER	Employer Name: AWESOME PAINTING SERVICES, INC.	Agreement Date: 3/2/2015																		
Sponsor Name: DULUTH PAINTING & DECORATING JAC		Union: PAINTERS LOCAL 106																		
PARTIES DESIRE TO ENTER INTO AN AGREEMENT OF REGISTERED APPRENTICESHIP:																				
Trade or Occupation: PAINTER & DECORATOR	Standard Number: 82	Apprenticeship Start Date: 3/2/2015																		
Term of Apprenticeship (Total OJT) 6000	Hours Credited to Apprentice: 1200	Remaining Hours to Complete: 4800																		
Related Instruction Training Hours: 144	Program Safety Training Hours:	School time compensated:																		
Fringe Benefits Provided to Apprentice: Yes List Fringe Benefits: GOLF LESSONS																				
The minimum graduated scale of wages to be paid the apprentice: (In percentages of journeyworker rate per hour) - Journeyworker applicable rate on 5/1/2012 was 42.25																				
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">0 - 1000 Hours</td> <td style="text-align: center;">50.00%</td> <td style="text-align: center;">\$21.12</td> <td style="text-align: center;">1001 - 2000 Hours</td> <td style="text-align: center;">55.00%</td> <td style="text-align: center;">\$23.24</td> </tr> <tr> <td style="text-align: center;">2001 - 3000 Hours</td> <td style="text-align: center;">60.00%</td> <td style="text-align: center;">\$25.35</td> <td style="text-align: center;">3001 - 4000 Hours</td> <td style="text-align: center;">70.00%</td> <td style="text-align: center;">\$29.58</td> </tr> <tr> <td style="text-align: center;">4001 - 5000 Hours</td> <td style="text-align: center;">80.00%</td> <td style="text-align: center;">\$33.80</td> <td style="text-align: center;">5001 - 6000 Hours</td> <td style="text-align: center;">90.00%</td> <td style="text-align: center;">\$38.02</td> </tr> </table>			0 - 1000 Hours	50.00%	\$21.12	1001 - 2000 Hours	55.00%	\$23.24	2001 - 3000 Hours	60.00%	\$25.35	3001 - 4000 Hours	70.00%	\$29.58	4001 - 5000 Hours	80.00%	\$33.80	5001 - 6000 Hours	90.00%	\$38.02
0 - 1000 Hours	50.00%	\$21.12	1001 - 2000 Hours	55.00%	\$23.24															
2001 - 3000 Hours	60.00%	\$25.35	3001 - 4000 Hours	70.00%	\$29.58															
4001 - 5000 Hours	80.00%	\$33.80	5001 - 6000 Hours	90.00%	\$38.02															
This agreement is subject to the approval of the Director of Apprenticeship and is binding on the signing parties including the provisions as stated on the reverse. The terms and conditions of the <u>PAINTER & DECORATOR</u> are hereby made a part of this Agreement.																				
Apprentice Signature: GARY PLAYER	Telephone Number: 111-222-3333	To be completed by Apprentice																		
Street Address (Apprentice):	City, State & Zip Code:	Race/Ethnic Group:																		

Edit Apprenticeship Agreements

Sponsors have the ability to submit updated information on the apprenticeship agreement to the Apprenticeship division.

- The necessary information will be submitted to allow the field representative to review the information, so that the changes can be approved
- The sponsor will click on the **Edit Agreement** link from the Apprenticeship Sponsor Menu webpage

The functionality provided to sponsors who use the DLI Apprenticeship website will allow them to perform the following functions:

- Apprentice Edit - Edit personal information on the apprentice
- Agreement Status - Cancel, suspend, reinstate, and completion requests
- Employment - Provide updated employment information
- Work Experience - Update work experience tracking
- School Experience - Update classroom/school experience tracking



Note that the user is required to click the **Confirm** button at the bottom of the page for each update that they perform. The information is sent to the Apprenticeship for review and/or approval only when the **Confirm** button is clicked.

Edit Apprenticeship Agreement Info

Updating information on an Apprenticeship Agreement requires the sponsor to identify the specific agreement using the agreement number.

- Confirmation information is also required for the person who is submitting the updates on the apprenticeship agreements

The screenshot shows the 'Online Apprenticeship Agreement' form on the Minnesota Department of Labor & Industry website. The form is titled 'Online Apprenticeship Agreement' and includes a 'Return to Menu' link. The sponsor information is: DULUTH PAINTING & DECORATING JAC, 3205 COUNTRY DRIVE, PO BOX 150, ST PAUL, MN 55117, Contact: JILL POLANDER, Email: taasheim@fti-um.org. The form has two main sections: 'Apprentice Agreement' and 'Confirmation'. The 'Apprentice Agreement' section has a dropdown menu with options: Agreement #, Apprentice Info, Apprentice Edit, Agreement Status, Employment, Work Experience, School Experience, and Completion. The 'Apprentice Agreement' section has a text input field for 'Agreement #' with the value '145380' and an asterisk. The 'Confirmation' section has a text input field for 'Submitted by name' with the value 'Jon Helberg' and an asterisk, and a text input field for 'Email confirmation' with the value 'jon.helberg@state.mn.us' and an asterisk. A 'Continue' button is located at the bottom right of the form. The footer of the page includes links for Home, About L&I, Statutes and Rules, Newsroom, Coming events, and Disclaimer, and the address: Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155.

Agreement #. Provide the existing agreement number for the apprenticeship agreement.

Submitted by name. Name of the person submitting the changes for the agreement.

Email confirmation. Email address to receive the confirmation notice.

The user should click the **Continue** button to proceed with providing updated information to the Apprenticeship division.

MINNESOTA DEPARTMENT OF LABOR & INDUSTRY

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

Online Apprenticeship Agreement

Sponsor **DULUTH PAINTING & DECORATING JAC** [Return to Menu](#)

Address **3205 COUNTRY DRIVE, PO BOX 150**

City **ST PAUL, MN 55117** Agreement **145380**

Contact **JILL POLANDER** Apprentice **GARY PLAYER**

Email **taasheim@fti-um.org**

Apprentice Info
Verify the apprenticeship agreement information.

Agreement # **145380**

Apprentice **GARY PLAYER**

1234 GOLFVIEW PLACE

EAGAN, 55122

[Previous](#) [Next](#)

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

Minnesota Department of Labor and Industry
443 Lafayette Road N., St. Paul, MN 55155

The user will be presented with the agreement number and the apprentice information to verify that they have identified the correct person.

The user should click the **Previous** button and provide a different agreement number if is not the apprentice for whom they were intending to provide updated information.

The user can click the **Next** button or one of the links to the left of the Apprentice Info to go directly to the update that they will need to perform.

- **Apprentice Edit**
- **Agreement Status**
- **Employment**
- **Work Experience**
- **School Experience**

Apprentice Edit

The current information for the apprentice will be displayed. The existing information can then be updated.

- This is the preferable way for the sponsor to provide updated name, address, and contact information to the Apprenticeship division
- Fields that are mandatory are indicated with an asterisk next to the field (*)

The screenshot shows the 'Online Apprentice Agreement' page for the Minnesota Department of Labor & Industry. The page is titled 'Apprentice Edit' and displays the following information:

Sponsor: DULUTH PAINTING & DECORATING JAC
Address: 3205 COUNTRY DRIVE, PO BOX 150
City: ST PAUL, MN 55117
Contact: JILL POLANDER
Email: taasheim@fti-um.org

Return to Menu

Agreement #: 145380
Apprentice: GARY PLAYER

Apprentice Edit

Apprentice Name: GARY (First Name) * [] PLAYER (Last Name) *

Address: 443 Lafayette Road N *
PO Box 211036

City: St Paul State: MN Zip: 55155 *

Email: garyplayer@gmail.com

Phone: 111-222-3333 Fax: 444-555-6666 Other: 777-888-9999

Gender: Male * Ethnicity: White *

Veteran (Min 181 days active duty): Yes * Veteran Number: 123456789012345 x

Buttons: Previous Confirm

Apprentice Name. The first name, middle initial, and last name of the person.

Address. The main address for the person, including up to two lines for a street or post office address, city, state, and zip code. Note that only a street address and the zip code are required, as the city and state are automatically identified from the zip code.

Email. The email address for the person, which will allow electronic communications.

Phone. Phone numbers, including a primary phone number, a fax number, and a secondary phone number (e.g. cell phone) can be entered.

Gender. The gender of the person.

Male
Female

Ethnicity. The ethnic origin or race of the person.

Asian
Black
Hispanic
American Indian
White
Other

Veteran. Indicates whether the person is a veteran of the armed forces who has served at least a minimum of 181 days of active duty.

Veteran Number. Specifies the VA number for the person if they are a veteran.

The user should click the **Confirm** button to submit the updated apprentice information to the Apprenticeship division for review. The user can also click one of the links to continue with additional updates to the apprenticeship agreement if necessary.

Agreement Status

The sponsor has the capability to provide status update requests directly to the Apprenticeship division. Rather than providing cancellation, reinstatement, or completion requests for lists of apprenticeship agreements via the mail, the sponsor should submit the requests from the website to the Apprenticeship division for approval. Fields that are mandatory are indicated with an asterisk next to the field (*).

The screenshot shows the Minnesota Department of Labor & Industry website. The main heading is 'Online Apprenticeship Agreement'. Below this, there is a 'Return to Menu' link and a list of fields for the agreement details:

Sponsor	DULUTH PAINTING & DECORATING JAC	Agreement	145380
Address	3205 COUNTRY DRIVE, PO BOX 150	Apprentice	GARY PLAYER
City	ST PAUL, MN 55117		
Contact	JILL POLANDER		
Email	taasheim@fti-um.org		

Below the details is a section titled 'Apprenticeship Agreement Status Change Request'. It contains a form with the following fields:

- Status: A dropdown menu with 'Cancel' selected. An asterisk (*) is next to it.
- Effective Date: A text input field containing '03/27/2015'. An asterisk (*) is next to it.
- Reason: A dropdown menu with 'VOLUNTARILY TERMINATION' selected. Below it is the text '(Required if cancellation or suspension request)'.

At the bottom right of the form are two buttons: 'Previous' and 'Confirm'. The footer of the page includes navigation links (Home, About L&I, Statutes and Rules, Newsroom, Coming events, Disclaimer) and the address: Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155.

Status. Provides the status that the sponsor wants to change the agreement. Note that the current status for the agreement must be correct in order to submit the status update request for approval.

- Cancel - Current status must be Active
- Suspend - Current status must be Active
- Reinstate - Current status must be Inactive (cancelled or suspended)
- Complete - Current status must be Active

Effective Date. Provides the effective date for the status change. This will be the completion date for the completion requests.

Reason. Indicates the reason for a cancellation or suspension request.



The user should click the **Confirm** button to submit the status change request to the Apprenticeship division for review and approval.

Apprentice Employment

Many apprentices who are involved in an apprenticeship agreement work for employers other than the sponsor. The apprentice may also change employers during the course of their apprenticeship agreement. The sponsors can provide updated employment information on the apprentices when they change from one employer to another.

Because many apprentices work for employers who are already known to the Apprenticeship division, the sponsor is required to search for an employer first.

- The employer name, or partial name, can be entered, then click the **Search** button
- A list of employers with the entered name will be displayed
- Then click the **“Select”** link next to the employer name and address

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

Online Apprenticeship Agreement

Sponsor: **DULUTH PAINTING & DECORATING JAC** [Return to Menu](#)

Address: **3205 COUNTRY DRIVE, PO BOX 150**

City: **ST PAUL, MN 55117** Agreement: **145380**

Contact: **JILL POLANDER** Apprentice: **GARY PLAYER**

Email: **taasheim@fti-um.org**

Agreement #

Apprentice Info

Apprentice Edit

Agreement Status

Employment Work

Experience School

Experience Completion

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.

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

Employer Name:

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

Start Date: *

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

	Employer Name	Address	Location
Select	ASBESTROL INC	506 NE TENTH STREET	AUSTIN MN
Select	BEST ELECTRIC CO	4443 HIAWATHA AVE	MINNEAPOLIS MN
Select	BEST ERECTORS	8685 HASTINGS STREET NE	BLAINE MN
Select	BEST STEEL ERECTORS	8685 HASTINGS ST NE	BLAINE MN
Select	BEST STEEL ERECTORS, INC.	8685 HASTINGS ST. NE	BLAINE MN
Select	V C I ASBESTOS ABATEMENT	76 ST CROIX TRAIL N	LAKELAND MN
Select	VCI ASBESTOS ABATEMENT CO	P O BOX 609	CHISAGO CITY MN

Employer Name. Enter the employer name or partial name to search for an employer. The user is required to click the **Search** button to check for the employer in the database.

If the employer is found, the user should click the **Select** link next to the employer name.

If the employer is not found after searching, the user can click the **New Employer** button to provide the employer information for the apprenticeship agreement.

Agreement #

Apprentice Info

Apprentice Edit

Agreement Status

Employment Work Experience School Experience Completion

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.

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

Employer Name

Start Date *

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

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

New Employer

Enter the third party employer information for the apprenticeship agreement.

Employer Name *

Address *

City State: Zip: *

County

Contact Name

Email

Web Site

Phone X Fax: Other:

	Employer Name	Address	Location
Select	ASBESTROL INC	506 NE TENTH STREET	AUSTIN MN

Employer Name. Enter the legal name of the employer.

Address. The address of the employer, including the zip code are required.

County. The county where the employer is located is required.

Contact Name. The name of a contact for the employer is optional.

Email. The email address for the employer or the contact person

Website. The website address for the employer (URL).

Phones. The primary phone number, fax number, and an alternate phone number.

The user should click the **Confirm** button at the bottom of the page to submit the updated employment information to the Apprenticeship division for review.

Apprentice Work Experience

As the apprentice accrues work experience during the course of their apprenticeship agreement, the sponsor can provide updates for the work experience directly to the department. Generally the apprentices provide time reports to their sponsors that describe the number of hours for each of the job process tasks that are required as part of the agreement. This information can be tracked in the database to determine how close the apprentice is to completing their agreement.



As work experience entries are entered, the user must click the **Add Work Experience** button to include it in the list of work experience that will be submitted.

The screenshot shows the 'Online Apprentice Agreement' page for 'DULUTH PAINTING & DECORATING JAC'. The page includes a navigation menu with options like 'About DLI', 'Construction Codes and Licensing', 'OSHA', 'Wage and Hour', and 'Workers' Compensation'. The main content area is titled 'Work Experience' and contains a form for adding work experience entries. The form includes fields for 'Start Date' (03/01/2015), 'End Date' (03/31/2015), 'Units' (1), and 'Months' (dropdown). Below the form is a table of existing work experience entries.

	Start Date	End Date	Employer Name	Units	Type
Delete	01/01/2015	02/28/2015	ABC PAINT SUPPLY, INC.	2	M

At the bottom of the page, there are 'Previous' and 'Confirm' buttons, and a footer with the Minnesota Department of Labor and Industry address: 443 Lafayette Road N., St. Paul, MN 55155.

Start Date. Specifies the start date of the work experience.

End Date. Specifies the ending date of the work experience.

Units. Specifies the quantity of units for the work experience (typically specified in hours). The type of units can be specified as necessary.

Employer Name. Specifies the name of the employer for the work experience.

The user must click the **Confirm** button at the bottom of the page to submit the work experience information to the Apprenticeship division for review.

Apprentice School Experience

As the apprentice accrues classroom or school experience during the course of their apprenticeship agreement, the sponsor can provide updates for the classroom time that should be credited directly to the department. This classroom/school experience information can be tracked in the database to determine how close the apprentice is to completing their agreement.



As classroom or school experience entries are entered, the user is required to click the **Add School Experience** button to include it in the list that will be submitted.

The screenshot shows the 'Online Apprenticeship Agreement' page. The 'School Experience' section is active, displaying a table of existing entries and a form to add a new one. The table has columns for Start Date, End Date, Course Name, School Name, Units, Type, and Comp. A 'Delete' button is next to the first entry. The form below includes fields for Start Date, End Date, Units, Hours (dropdown), Complete (Yes/No dropdown), Course Name, and Provider Name, along with an 'Add School Experience' button.

	Start Date	End Date	Course Name	School Name	Units	Type	Comp
Delete	09/01/2014	12/15/2014	PAINT MIXING 101	SW TECH INSTITUTE	80	H	Y

Start Date. Specifies the start date of the classroom/school experience.

End Date. Specifies the ending date of the classroom/school experience.

Units. Specifies the quantity of units or for the classroom/school experience (typically specified in hours). The type of units can be specified as necessary.

Credits

Hours

Months

Years

Complete. Indicates if the apprentice completed the course or field of study.

Course Name. Specifies the name of the course or program for the classroom/school experience.

Provider Name. Specifies the name of the provider for the classroom/school experience.

The user must click the **Confirm** button at the bottom of the page to submit the work experience information to the Apprenticeship division for review.

Agreement Update Request Submitted

When the sponsor clicks the **Confirm** button at the bottom of the page for any of the updates that are available from the Apprenticeship web interface:

- A confirmation email will be sent to the user who submitted the information
- A confirmation webpage is displayed that indicates that the request was submitted successfully

The user can click the **View Agreement** button to view the Apprenticeship Agreement information as it currently exists.

- Note that some updates require the approval of the Field Rep
- Click **Next Apprentice** to continue editing another apprentice agreement

The screenshot shows the Minnesota Department of Labor & Industry website. At the top, there is a navigation bar with links for 'About DLI', 'Construction Codes and Licensing', 'OSHA', 'Wage and Hour', and 'Workers' Compensation'. Below this is the 'Online Apprentice Agreement' section, which lists the following details:

Sponsor	DULUTH PAINTING & DECORATING JAC	Return to Menu	
Address	3205 COUNTRY DRIVE, PO BOX 150		
City	ST PAUL, MN 55117	Agreement	145380
Contact	JILL POLANDER	Apprentice	GARY PLAYER
Email	taasheim@fti-um.org		

Below the table, a message reads: 'Agreement Update Request Submitted. The updates for the apprenticeship agreement has been submitted to the Minnesota Apprenticeship Division. You will receive an email confirmation that we have received and processed the requested apprenticeship agreement changes for [blank] in the trade or craft of [blank].'

At the bottom of the message, it says: 'Click the "Next Apprentice" button to edit another apprenticeship agreement.'

Two buttons are visible on the right side of the page: 'View Agreement' and 'Next Apprentice'.