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 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.

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 occupations 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.
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.
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.

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
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.

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

- The Apprentice Agreement can be printed through the web browser.
New Apprentice Agreements

Sponsors have the ability to submit new apprentice 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 Apprentice 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**

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.
**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 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.

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 (*)

![Apprentice Information Form]

**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 procedures 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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**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.

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.
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 (*)

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

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).

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

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
Submitted by name. Name of the person entering the apprentice 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

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.
Edit Apprentice Agreements

Sponsors have the ability to submit updated information on the apprentice 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 Apprentice 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.

**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.
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 it 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 (*)

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 (*).

**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.

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.

**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.

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**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.

**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.

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.

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

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**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 in the trade or craft of .

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