



Apprentice Registration & Tracking System (ARTS) Apprenticeship Program & Preparatory Program

System Guide

Updated April 2026

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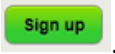
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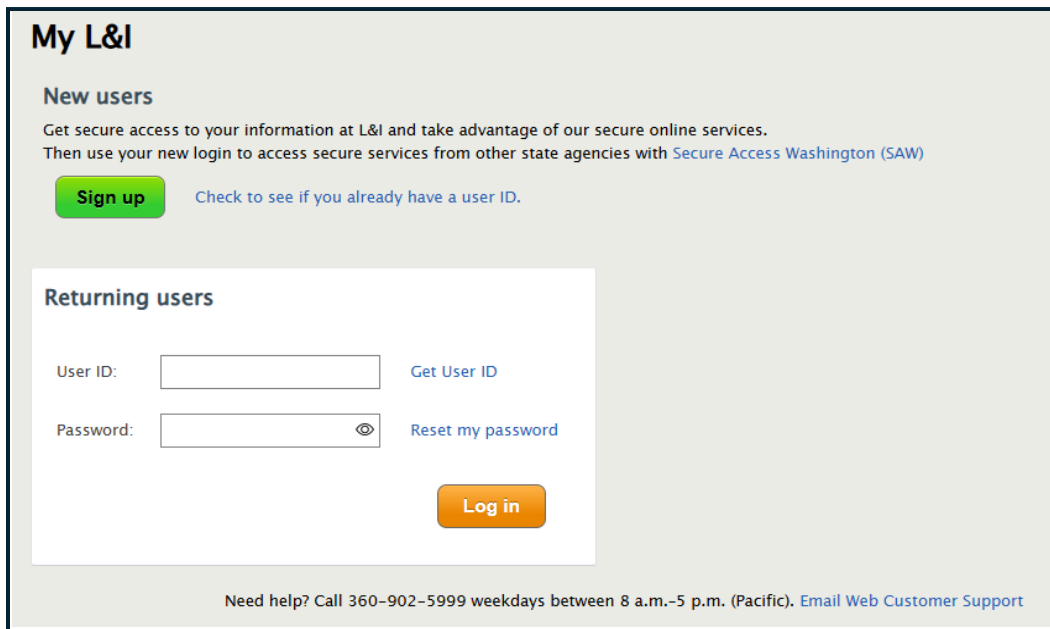
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ACCESS FOR NEW APPRENTICESHIP ADMINISTRATOR

As a new apprenticeship administrator, you will need to receive an email from a L&I Apprenticeship Representative that contains instructions and a secret code to activate your new apprenticeship administrator account. As the administrator you will be responsible for approving access to other users.

1. If you already have a **My L&I** account, skip to Step 4 of this process. If you don't have **My L&I** account, go to <https://secure.lni.wa.gov/>, select .



My L&I

New users

Get secure access to your information at L&I and take advantage of our secure online services.
Then use your new login to access secure services from other state agencies with [Secure Access Washington \(SAW\)](#)

[Sign up](#) [Check to see if you already have a user ID.](#)

Returning users

User ID: [Get User ID](#)

Password: [Reset my password](#)

[Log in](#)

Need help? Call 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). [Email Web Customer Support](#)

Sign up for My L&I

Enter your information

First Name *

Last Name *

Email *

Contact Phone *

Format: XXX-XXX-XXXX

Contact info for security (optional)

Provide additional contact info to receive multi-factor authentication security codes and reduce the chance of losing access to your account.

Additional Email

Mobile Phone

Format: XXX-XXX-XXXX

Message and data rates may apply for mobile phones. A message will be sent only when you request it.

Create a user ID and password

User ID *

User IDs must be at least four characters long and may contain '.', '-', '@'.

Your password *

For your security, please enter a password with:

- At least 10 characters
- including at least 3 of the following:
 - One uppercase letter
 - One lowercase letter
 - One number
 - One special character

Do not include your user ID.

Accept the Access Agreement

To create an account, initial and indicate you have read and accept the [Access Agreement](#)

Your Initials *

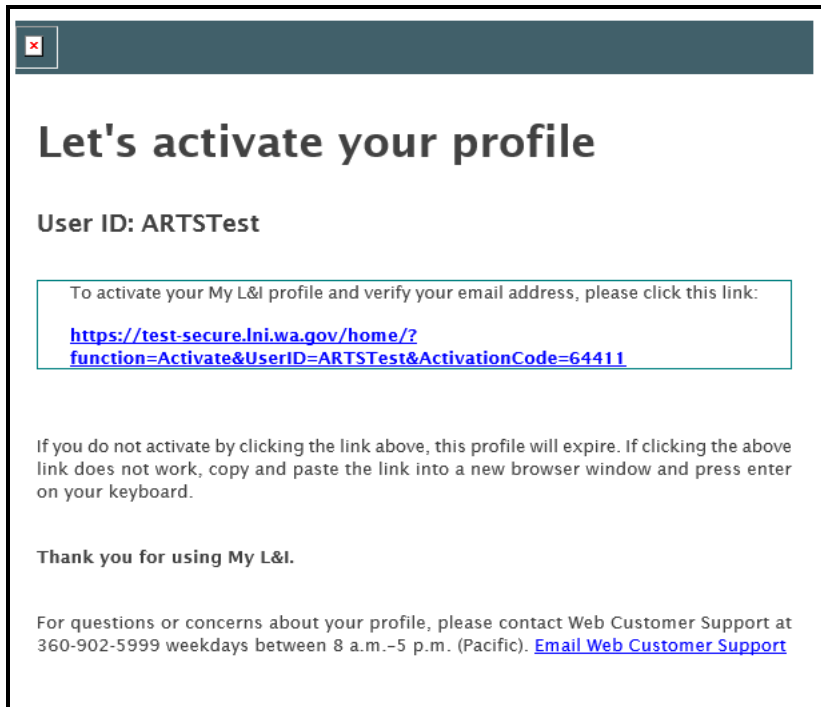
☐ I have read and accept the Access Agreement*

CANCEL

CONTINUE

2. Complete the required fields and select **CONTINUE**.

3. An email with verification link will be sent to the given email address. Select the link to activate your new account and log in with your activated User ID and password.



Let's activate your profile

User ID: ARTSTest

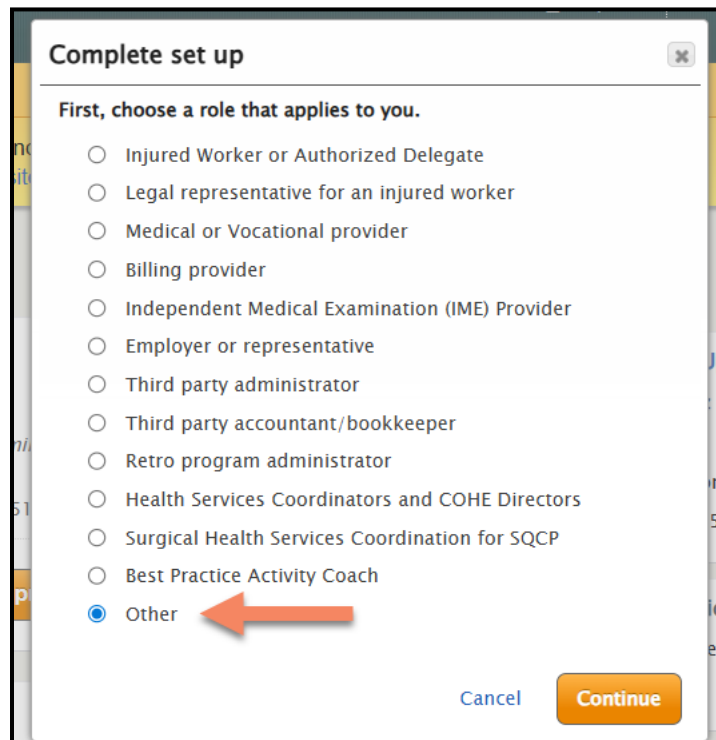
To activate your My L&I profile and verify your email address, please click this link:

<https://test-secure.lni.wa.gov/home/?function=Activate&UserID=ARTSTest&ActivationCode=64411>

If you do not activate by clicking the link above, this profile will expire. If clicking the above link does not work, copy and paste the link into a new browser window and press enter on your keyboard.

Thank you for using My L&I.

For questions or concerns about your profile, please contact Web Customer Support at 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). [Email Web Customer Support](#)



Complete set up

First, choose a role that applies to you.

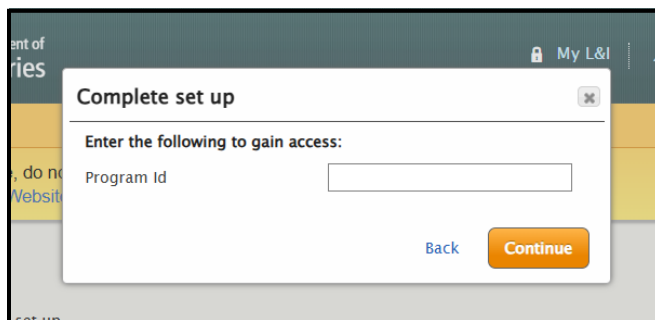
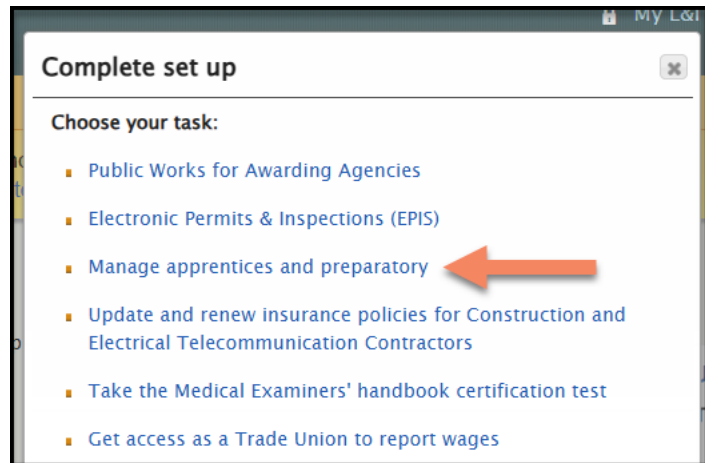
- ☐ Injured Worker or Authorized Delegate
- ☐ Legal representative for an injured worker
- ☐ Medical or Vocational provider
- ☐ Billing provider
- ☐ Independent Medical Examination (IME) Provider
- ☐ Employer or representative
- ☐ Third party administrator
- ☐ Third party accountant/bookkeeper
- ☐ Retro program administrator
- ☐ Health Services Coordinators and COHE Directors
- ☐ Surgical Health Services Coordination for SQCP
- ☐ Best Practice Activity Coach
- ☒ Other

[Cancel](#) [Continue](#)

4. Select 'Other' and select

[Continue](#)

5. Select Manage apprentices and preparatory.

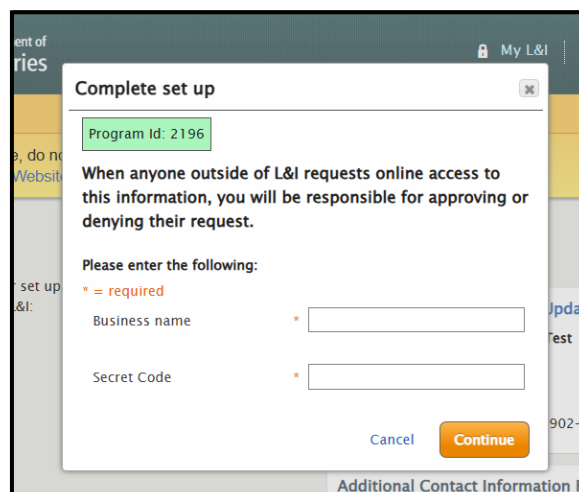


6. Enter the Program ID and select

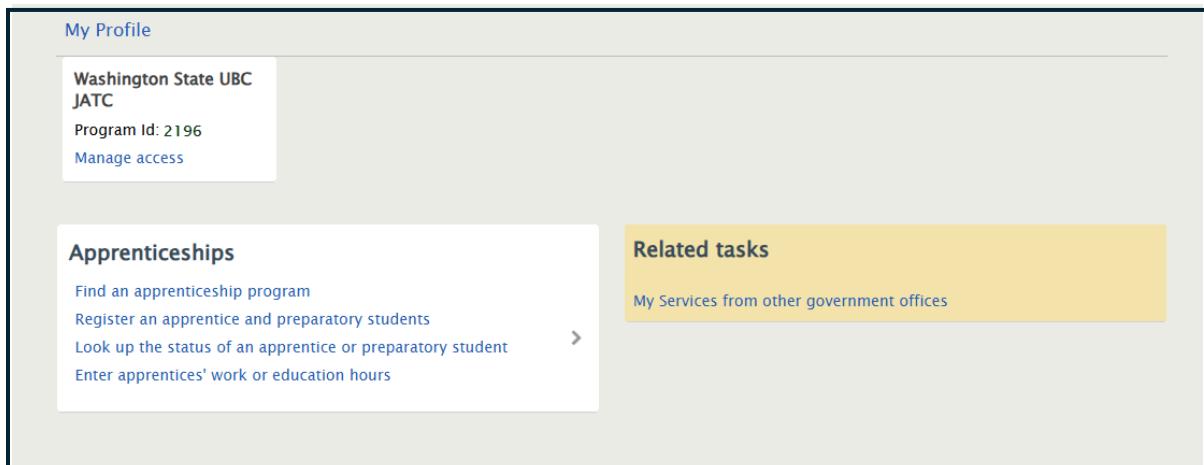
Continue

7. Enter the Business Name and the Secret Code you received from L&I's Apprenticeship Representative and select

Continue



8. Once the setup is complete, an **'Apprenticeships'** box will be displayed.



ADDING NEW AUTHORIZED REPORTER TO AN EXISTING PROGRAM

An existing program Administrator will need to approve new requests for ARTS access.

Repeat steps 1 through 6 from above to create a new User ID for a new Authorized Reporter, (or an additional Administrator) to start the registration process.

7. Select the role and select

Continue

A screenshot of a 'Complete set up' dialog box. At the top, it says 'Complete set up' with a close button. Below that, there's a green box with 'rerr' and 'Program Id: 60'. The main text says 'You must request online access to this account from the account's Administrator. Please select the level(s) of access you are requesting.' There are two options: 'Administrator' (unchecked) and 'Authorized Reporter' (checked). The 'Authorized Reporter' option has a description: 'Apprenticeship Program Sponsors will have access to report and review required information about their apprentices and their program.' Below the options is a text area labeled 'Enter a note to accompany your request:'. At the bottom right, there are 'Cancel' and 'Continue' buttons. A red arrow points to the 'Authorized Reporter' checkbox.

8. Once the request is sent, the existing ARTS Administrator account holder logs into ARTS, they will see a request to 'Approve' or 'Deny' the access request. Once the request is accepted, the new approved Authorized Reporter can directly log in and will be able to see the newly added program to their ARTS account.

PROGRAM OVERVIEW

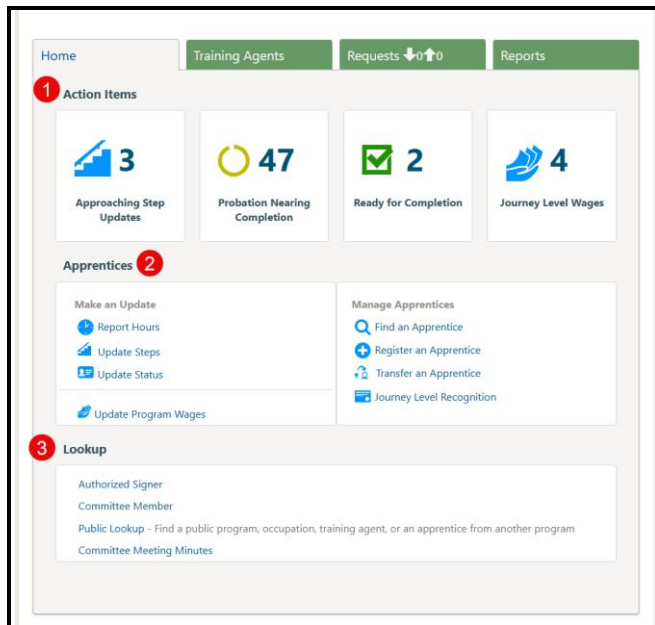
The screenshot shows the 'Operating Engineers Regional Training Program JATC' dashboard. At the top left, callout 1 points to the 'APPRENTICESHIP CONSULTANT' section, which includes an email icon, the name 'Shari Reiter-Johnson', and the phone number '360-111-1111'. At the top right, callout 2 points to the program name 'Operating Engineers Regional Training Program JATC' and a link 'Change to another program?'. Below the header, a yellow alert box with a red triangle icon contains the message 'You have items that need your attention. OJT hours for some of your apprentices are overdue.' and a 'Dismiss' button with an 'X' icon; callout 3 points to this alert. Below the alert is a navigation bar with four tabs: 'Home' (callout 4), 'Training Agents' (callout 5), 'Requests' (callout 6, showing '0' down and '0' up arrows), and 'Reports' (callout 7). Under the 'Home' tab, there is an 'Action Items' section with four cards: 'Approaching Step Updates' with a bar chart icon and the number '51'; 'Probation Nearing Completion' with a circular progress icon and the number '92'; 'Ready for Completion' with a checkmark icon and the number '0'; and 'Journey Level Wages' with a hand icon and the number '4'.

1. Apprenticeship Consultant name and contact information
2. Program Name (If you have access to additional programs or preparatory programs the [Change to another program?](#) link will be available.)
3. Reminders for items such as OJT or RSI reporting may be displayed.

This is a close-up of the yellow alert box mentioned in the dashboard screenshot. It features a red triangle icon on the left, the text 'You have items that need your attention.' followed by 'Your RSI hours are due by April 10. Please report all RSI hours.', and a blue 'X' icon with the word 'Dismiss' on the right.

4. Home – Quick links to complete tasks
5. Training Agents – Create/deactivate new training agents
6. Requests – Transfer requests and AC requests
7. Reports – Program reports

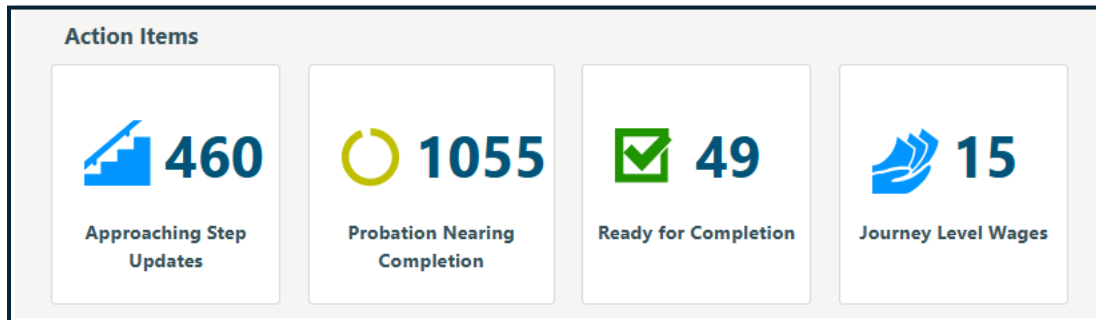
HOME



The Home tab is broken out into 3 sections:

1. [Action Items](#)
2. [Apprentices](#)
3. [Lookup.](#)

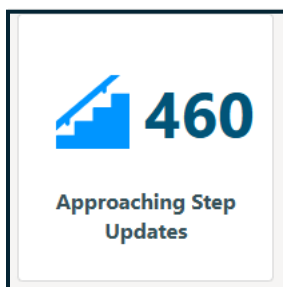
ACTION ITEMS



APPROACHING STEP UPDATES

Apprentices whose OJT hours exceed 90% of their next Wage Progression Step required hours will be displayed on this page.

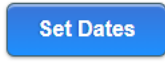
1. Select Approaching Step Updates.



Note: The number reflects the number of apprentices who are approaching or ready for step updates.

2. Enter the New Step, Effective Date and Minutes Date for the apprentice that needs to be updated.

- A. Selecting  will download an Excel file with the apprentices on this list.
- B. The **Autofill all dates** may be used to apply the **Effective Date** and **Minutes Date** to all the rows. After the dates are entered,

select  to apply them.

Note: This feature should only be used when all apprentices in the list share a common Effective Date and Minutes Date.

- C. Apprentices can be removed by selecting

A screenshot of a web application interface titled "Apprentice Ready for Step Updates". It includes a "Back to program overview" link, a "Print" button, and an "Autofill all dates" section with input fields for "Effective Date" and "Minutes Date" and a "Set Dates" button. Below is a table with columns: "Apprentice Name (ID)", "Current Step", "Total OJT Hours", "New Step", "Effective Date", "Minutes Date", and "Remove". The table lists 10 apprentices. A red box highlights the "New Step", "Effective Date", and "Minutes Date" columns for the first row. A red circle highlights the "Remove" button for the last row. At the bottom, there are "First", "Previous", "1", "2", "3", "4", "5", "6", "7", "8", "9", "10", "Next", and "Last" navigation buttons, along with "Submit" and "Cancel" buttons.

Apprentice Name (ID)	Current Step	Total OJT Hours	New Step	Effective Date	Minutes Date	Remove
Akers, C. Isaac (204438)	1	928.50				
Aldana, D. Omar (201001)	4	4357.00				
Alvarado-Torres, Julian (199500)	2	4935.00				
Archuleta, L. Christopher (196755)	2	2000.00				
Arroyo, F. Santos (195015)	4	4235.00				
Avila Jr., Fidel (203543)	1	2554.00				
Babst, J. Alexander (192257)	5	5216.00				
Bail, M. Aaron (190088)	4	6878.00				
Balzer, G. Nolan (192350)	4	4426.00				
Bennan, D. Jason (199576)	1	1200.00				

3. When all the updates are complete, select .

PROBATION NEARING COMPLETION

Apprentices whose OJT hours exceed 90% of the required Probation Hours or whose registration date has elapsed 365 days as of today; will be displayed on this page.

1. Select Probation Nearing Completion.

Note: The number reflects the number of apprentices whose probationary period is nearing or beyond completion.



Apprentice Ready for Probation Update [Back to program overview](#)

Review the information and edit if needed, then submit to update the step information. **A** Print

Autofill all dates

B Minutes Date: Completion Date: Set Dates

Apprentice Name (ID)	Begin Date	Reported OJT Hours	Minutes Date	Completion Date	Remove
Agyman, Edward T (202026)	12/7/2018	2412.00	6/30/2025	6/1/2025	Remove
Akers, Isaac C (204438)	5/17/2019	928.50			Remove
Alcaraz, Esteban (204806)	3/1/2023	20.00			Remove
Aliabadi, Derek L (207820)	11/13/2019	72.00			Remove
Allen, Emmanuelle (194510)	6/21/2019	623.49			Remove
Allstead, Jonathon (190282)	6/6/2019	694.00			Remove
Alvarado, Brandon (161761)	9/13/2019	0.00			Remove
Alvarez Jr, Robin R (169544)	8/28/2019	192.00			Remove
Alvord, Mitchell L (203444)	3/23/2019	1148.00			Remove
Amaral, Roberto C (205741)	7/26/2019	764.00			Remove

First Previous **1** 2 3 4 5 6 7 8 9 10 Next Last

3 Submit [Cancel](#)

2. Enter the Minutes Date and Completion Date for the apprentice that needs to be updated.

A. Selecting **Print** will download an Excel file with the apprentices on this list.

B. The **Autofill all dates** may be used to apply the **Minutes Date** and **Completion Date** to all the rows. After the dates are entered, select

Set Dates to apply them.

Note: This feature should only be used when all apprentices in the list share a common Minutes Date and Completion Date.

C. Apprentices can be removed by selecting .

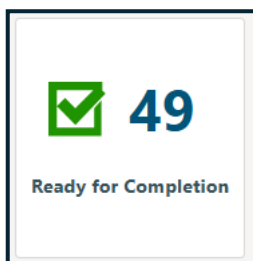
3. When all the updates are complete, select

Submit

Note: The user may run the program's "Apprentice Status Change Activity Report" to verify that the actions are complete.

READY FOR COMPLETION

Apprentices who have reached the required hours to complete the occupation are displayed on this page.



1. Select Ready for Completion.

Note: The number reflects the number of apprentices that have completed their required OJT hours.

2. Enter the Effective Date and Minutes Date for the apprentice that needs to be updated. If needed, you can enter the final hours the apprentice needs under Additional Hours.

- A. Selecting  will download an Excel file with the apprentices on this list.

- B. The **Autofill all dates** may be used to apply the **Effective Date** and **Minutes Date** to all the apprentice rows. After the dates are entered,

select  to apply them.

Note: This feature should only be used when all apprentices in the list share a common **Effective Date** and **Minutes Date**.

- C. Apprentices can be removed by selecting .

Apprentice Ready for Completion [Back to program overview](#)

Add any additional OJT hours as needed then submit to complete the apprentice. 

Autofill all dates

Effective Date: Minutes Date: 

Apprentice Name (ID)	Begin Date	Total OJT Hours	Additional Hours	Effective Date	Minutes Date	Remove
Corral, Matthew D. (189372)	8/13/2016	7955.00	192	6/30/2025	6/1/2025	
Delgado, Erick (191237)	2/2/2017	8508.00				
Donan, Sean T. (190373)	10/27/2016	7946.00				
Farwell, Joel E. (182083)	5/4/2015	8758.00				
Fisher, Kenneth C. (179389)	9/4/2014	9194.00				
Flemetis, Nick G. (195546)	9/21/2017	8466.00				
Goodman, Christopher A. (182914)	7/14/2015	8344.00				
Gunter, Zackery C. (184439)	9/23/2015	9017.00				
Haverluck, Nathan (176062)	9/23/2013	10554.00				
Hoschouer, Christian D. (183548)	8/17/2015	8207.00				

First Previous 1 2 3 4 5 Next Last

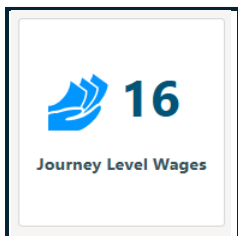
 

3. When all the updates are complete, select .

Note: The user may run the program's "Program Activity Status Report" to verify that the actions are complete.

UPDATE JOURNEY LEVEL WAGES

ARTS will notify the program when the journey level wages need to be updated in the ARTS portal.



1. Select Journey Level Wages.

Note: The number reflects the number of occupations associated with the program whose Last Wage Entry Date is beyond 1-year of the current date.

2. Enter the Effective Date and updated Wage Amount.

Update Journey Level Wages

[Back to program overview](#)

Occupation Name	Occupation ID	Last Wage Effective Date	Last Wage Amount	Effective Date	Wage Amount	Update
Applicator	4609	6/1/2021	35	6/1/2025	56.25	Update
Applicator- Testing	4608	6/1/2020	31.82			Update
Boat Builder	767	1/17/2023	57			Update
Cabinet Maker	779	2/1/2023	56.25			Update
Carpenter	758	10/2/2023	50			Update
Carpenter, Scaffold Erector	784	4/6/2020	85			Update
Drywall Finisher (Taper)	780	1/8/2020	89			Update
Insulation Applicator	783	1/1/2020	85			Update

3. Select [Update](#).

Note: The user may run the program's "Journey Wage Report" to verify that the actions are complete.

APPRENTICES

This section contains quick links to update apprentice records or program Journey Level wage information.

Apprentices

Make an Update

-  Report Hours
-  Update Steps
-  Update Status

-  Update Program Wages

Manage Apprentices

-  Find an Apprentice
-  Register an Apprentice
-  Transfer an Apprentice
-  Journey Level Recognition
-  Apprenticeship Preparatory Programs

MAKE AN UPDATE

REPORT HOURS

1. Select  Report Hours .

Make an Update

-  Report Hours
-  Update Steps
-  Update Status

-  Update Program Wages



Report Hours [Back to program overview](#) [Bulk Update](#)

Find an Apprentice

Program

A Program name: **B** Subprogram: **C** Occupation:

Washington State UBC JATC None All Occupations

Apprentice

D Apprentice First Name **E** Apprentice Last Name **F** Apprentice ID **G** Apprentice Status

Registration From Date **H** Registration To Date **I** You want to report:

RSI & OJT RSI OJT

2 Search Reset

2. Search for individual apprentices by their:

A. Program name
(If you have access to multiple programs a drop-down list will be available.)

B. SubProgram

Note: If the program does not have SubPrograms, this filter will not display.

C. Occupation

D. Apprentice First Name

E. Apprentice Last Name

F. Apprentice ID

G. Apprentice Status

H. Registration From Date

I. Registration To Date

3. For this example, we'll select Carpenter for the occupation, RSI &

OJT, and select

Search

Program name: Washington State UBC JATC Subprogram: None Occupation: Carpenter

Apprentice

Apprentice First Name Apprentice Last Name Apprentice ID Apprentice Status

Registration From Date Registration To Date You want to report:

RSI & OJT RSI OJT

3 Search Reset

Autofill all dates

From Date: To Date: Set Dates

4. The **Autofill all dates** may be used to apply the **From Date** and the **To Date** to all of the rows.

Set Dates

After the dates are entered, select to apply them.

Note: This feature should only be used when all apprentices in the list share a common From Date and To Date.

5. Enter the hours for the appropriate apprentice and select

Submit

Apprentice Name (ID)	Status	RSI Hours	OJT Hours	History
203550 Garzelli, Brian A	Active	Other 50	100	+
190300 Hilton, Austin	Active	Other U/S	OJT	+
182390 Johnson, Jordan	Active	Other U/S	OJT	+
202776 Kelly, Tracy N	Active	Other U/S	OJT	+
197516 Knowles, Jason M	Active	Other U/S	OJT	+
203198 Rodriguez, Tazmyn L	Active	Other U/S	OJT	+
202801 Vasquez, Branden R	Active	Other U/S	OJT	+
202802 Vidaurre III, Hilberto	Active	Other U/S	OJT	+
177499 Willis, Jensen	Active	Other U/S	OJT	+

Apprentice Name
(ID) ▲

Status

RSI Hours

OJT Hours

History

203550

Garzelli, Brian A

● Active

Other

50

100

RSI History

OJT History

6

Start

-

End

Other

U/S

Start

-

End

Hours

6/1/2025

-

6/30/2025

N/A

50

6/1/2025

-

6/30/2025

100

2/1/2024

-

2/29/2024

1

N/A

2/1/2024

-

2/29/2024

100

2/1/2024

-

2/29/2024

N/A

0

12/1/2019

-

12/31/2019

N/A

0

12/1/2019

-

11/30/2019

59

12/1/2019

-

12/31/2019

N/A

0

11/1/2019

-

11/30/2019

92.25

11/1/2019

-

11/30/2019

N/A

0

10/1/2019

-

10/31/2019

155

10/1/2019

-

10/31/2019

N/A

40

9/1/2019

-

9/30/2019

0

9/1/2019

-

9/30/2019

106

8/1/2019

-

8/31/2019

N/A

40

8/1/2019

-

7/31/2019

184

7/1/2019

-

7/31/2019

N/A

0

7/1/2019

-

7/31/2019

166

5/20/2019

-

5/31/2019

N/A

0

5/20/2019

-

5/31/2019

Reported Hours

962.25

Reported Hours

1

130

Previous Hours

0

RSI Previous Hours

0

Added Hours

0

Total Hours

131

Total Hours

962.25

6. To verify the information has been entered, select the

 on the apprentice you just edited to view the updated history.

BULK UPDATE

If there are multiple apprentices that need to have RSI and/or OJT hours reported for a specified period, you may do a bulk update. The Bulk Update will download an external template, where you may enter RSI and/or OJT hours for all apprentices or you may filter the list of apprentices by Program Name and SubProgram.

Note: The downloaded template will be a .CSV file that will typically be opened with Excel.

1. Select  **Bulk Update**.

Report Hours

[Back to program overview](#)

1 →  **Bulk Update**

Find an Apprentice

Program

Program name:

Subprogram:

Occupation:

Washington State UBC JATC

None

All Occupations

Apprentice

Apprentice First Name

Apprentice Last Name

Apprentice ID

Apprentice Status

Active

Registration From Date

Registration To Date

You want to report:

☐ RSI & OJT
 ☒ RSI
 ☐ OJT

Search

Reset

Download template

2. If you do not select any filters and select [Download template](#) , all apprentices will be downloaded on the .CSV file. Optionally, you may filter the list of ALL apprentices by selecting an Occupation, Date range and/or SubProgram.

Bulk update apprentice hours [Back to program overview](#)

To upload an excel file you do not need a template, simply skip to step 2 and upload your file to ARTS

Step 1: Download Template (.csv file)

Occupation:

From Date: To Date:

Select a subprogram

[Download template](#)

Step 2: Upload and Submit

Browse for the file to upload:

Note: Please make sure the file you are uploading is in .csv format

[Upload \(SMB maximum per file\)](#)

[Submit](#)

3. Update the .CSV file with the apprentices' information and save it to your desktop. If you do not enter information into an apprentice's row, then the row is ignored during the Upload process.

Note: Please do NOT modify any cells in the first row of the workbook or the Upload process will fail.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First Name	Last Name	Registration Number	Program	Occupation	RSI Start Date	RSI End Date	RSI Unpaid	RSI Paid	Work Start	Work End	Work Hrs	
2	Test	Again	210030	128	1289								
3	Edward	Agyman	202026	128	15								
4	Isaac	Akers	204438	128	15								
5	Andy	Alanis	196520	128	1096								
6	Esteban	Alcaraz	204806	128	15								
7	Omar	Aldana	201001	128	1096								
8	Owen	Alderman	199122	128	105								
9	Derek	Aliabadi	207820	128	15								
10	Emmanuel	Allen	194510	128	1096								
11	Emerson	Allington	195633	128	26								
12	Travis	Allison	186155	128	15								
13	Levon	Allred	194033	128	15								
14	Jonathon	Allstead	190282	128	15								
15	Rufino	Almejo	180232	128	15								
16	Brandon	Alvarado	161761	128	1096								
17	David	Alvarado	202612	128	1096								
18	Julian	Alvarado	199600	128	26								
19	Carlos	Alvarez	190724	128	1096								
20	Eduardo	Alvarez	188362	128	1096								
21	Robin	Alvarez Jr	169544	128	31								
22	Santos	Alvarez-Es	195936	128	1096								
23	Mitchell	Alvord	203444	128	15								
24	Quinten	Alvord	201002	128	1096								
25	Janell	Alyea	191290	128	15								
26	Roberto	Amaral	205741	128	1096								
27	Henry	Amaro Sai	208149	128	1096								
28	D'angelo	Amy	202162	128	15								
29	Darian	Anardi	197276	128	15								
30	Erik	Andersen	175397	128	15								
31	Andre	Anderson	202043	128	1096								
32	Brandon	Anderson	205888	128	15								

4. Select



and

navigate to where the file is saved. Click on the file name to select it.

Step 2: Upload and Submit

Browse for the file to upload:

Note: Please make sure the file you are uploading is in .csv format

Step 2: Upload and Submit

Browse for the file to upload:

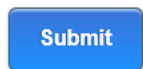
Note: Please make sure the file you are uploading is in .csv format

128_20250911_Template.csv

5. Verify that the correct file has been chosen, then select



6. Review the Upload Results and select



to

complete the update.

Review Upload Results [Back to upload another template](#)

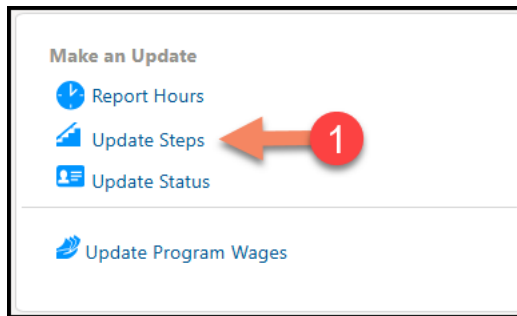
Review the information and edit if needed, then submit to complete registration

Autofill all dates From Date: To Date:

Show: 100 rows

Apprentice Name (ID)	From Date	To Date	OJT Hours	RSI Hours	Remove
210030 Test Again	06/01/2025	06/30/2025	100	200 U/S	

UPDATE STEPS



1. Select  [Update Steps](#).

A screenshot of the "Update Steps" form. At the top right is a "Bulk Update" button. Below it is a "Find an Apprentice" section. Under "Program", there are three dropdown menus: "Washington State UBC JATC" (labeled A), "None" (labeled B), and "All Occupations" (labeled C). Under "Apprentice", there are three text input fields: "Apprentice First Name" (labeled D), "Apprentice Last Name" (labeled E), and "Apprentice ID" (labeled F). Below these are three more fields: "Apprentice Status" with a dropdown set to "Active" (labeled G), "Registration From Date" with a calendar icon (labeled H), and "Registration To Date" with a calendar icon (labeled I). At the bottom are "Search" and "Reset" buttons. A red circle with the number "2" is next to the "Search" button.

2. Search for individual apprentices by their:

A. Program name (If you have access to multiple programs a drop-down list will be available.)

B. SubProgram
Note: If the program does not have SubPrograms, this filter will not display.

C. Occupation

D. Apprentice First Name

E. Apprentice Last Name

F. Apprentice ID

G. Apprentice Status

H. Registration From Date

I. Registration To Date

3. For this example, we'll select Carpenter for the occupation and select

Search

Find an Apprentice

Program

Washington State UBC JATC | None | Carpenter

Apprentice

Apprentice First Name | Apprentice Last Name | Apprentice ID

Apprentice Status: Active | Registration From Date | Registration To Date

Search | Reset

Autofill all dates

3

Autofill all dates

Effective Date: 07/01/2025 | Minutes Date: 07/07/2025

Set Dates

4

4. The **Autofill all dates** feature applies the Effective Date and Minutes Date to all the rows. After the dates are entered, select **Set Dates** to apply them.

Note: This feature should only be used when all apprentices in the list share a common Effective Date and Minutes Date.

5. Enter the updated wage progression step into the “New Step” column for the appropriate apprentices and select

Submit

Note: If **Add to Queue** is selected, the changes will go into the

➔ **View step queue** to be reviewed by an administrator.

Apprentice Name (ID)	Status	Current Step	New Step	Effective Date	Minutes Date	History
203550 Garzelli, Brian A	Active	0	1	07/01/2025	07/07/2025	+
190300 Hilton, Austin	Active	0	1	07/01/2025	07/07/2025	+
182390 Johnson, Jordan	Active	3	step #	07/01/2025	07/07/2025	+
202776 Kelly, Tracy N	Active	0	1	07/01/2025	07/07/2025	+
197516 Knowles, Jason M	Active	0	1	07/01/2025	07/07/2025	+
203198 Rodriguez, Tazmyn L	Active	1	step #	07/01/2025	07/07/2025	+
202801 Vasquez, Branden B	Active	1	step #	07/01/2025	07/07/2025	+
202802 Vidauri III, Hilberto	Active	1	step #	07/01/2025	07/07/2025	+
177499 Willis, Jensen	Active	3	step #	07/01/2025	07/07/2025	+

Submit Add to Queue Cancel

Your information has been submitted successfully!

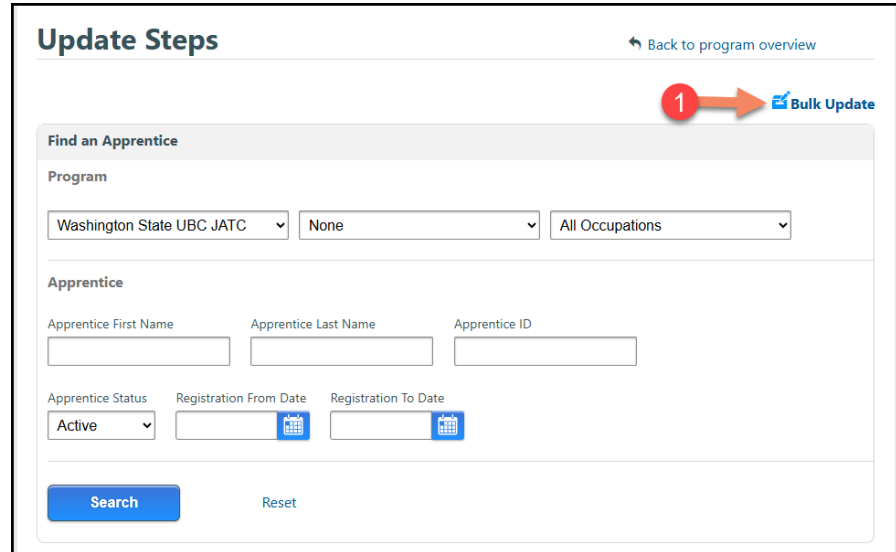
6. To verify the information has been entered accurately, select the + on the apprentice you just edited to view the updated history.

Apprentice Name (ID)	Status	Current Step	New Step	Effective Date	Minutes Date	History
203550 Garzelli, Brian A	Active	0	1	07/01/2025	07/07/2025	+
Step History						
			1	7/1/2025	7/7/2025	

BULK UPDATE

If there are multiple apprentices that need to have their Wage Progression steps updated for a specified period, you may use the **Bulk Update feature**. The Bulk Update will open an external file, where you may enter Wage Progression steps for all apprentices or you may filter the list of apprentices by Program Name and SubProgram (if the program has SubPrograms).

1. Select  Bulk Update .



Update Steps

[Back to program overview](#)

1 [Bulk Update](#)

Find an Apprentice

Program

Washington State UBC JATC

None

All Occupations

Apprentice

Apprentice First Name

Apprentice Last Name

Apprentice ID

Apprentice Status

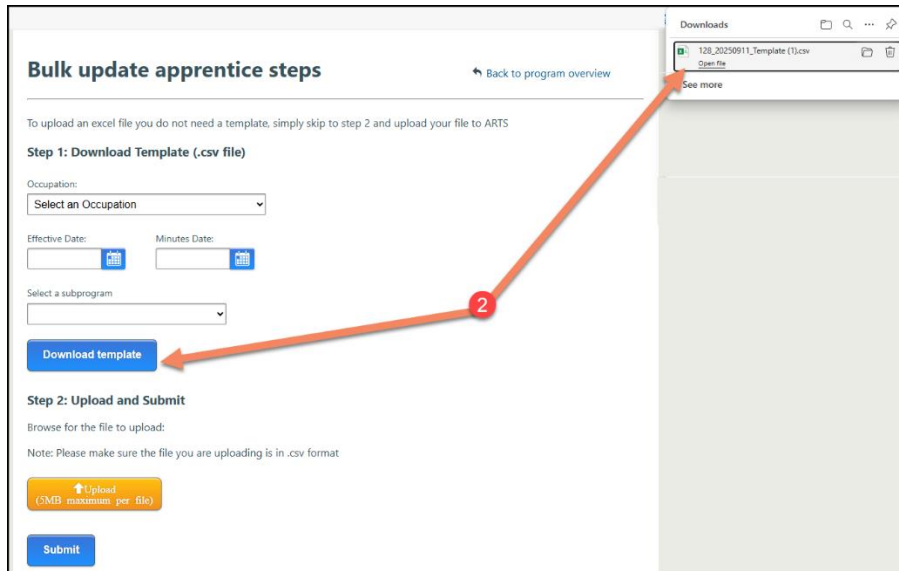
Registration From Date

Registration To Date

Active

Search

Reset



Bulk update apprentice steps

[Back to program overview](#)

To upload an excel file you do not need a template, simply skip to step 2 and upload your file to ARTS

Step 1: Download Template (.csv file)

Occupation:

Select an Occupation

Effective Date:

Minutes Date:

Select a subprogram

Download template

Step 2: Upload and Submit

Browse for the file to upload:

Note: Please make sure the file you are uploading is in .csv format

Upload

(SMB maximum per file)

Submit

2. To select All Apprentices, select

[Download template](#) . All

apprentices will be downloaded on the .CSV file. Optionally, you may filter the list of apprentices by selecting an Occupation, Date range and/or SubProgram (if available) and then select

[Download template](#) .

Note: .CSV files can be opened and edited in Excel.

3. Update the .CSV file with the apprentices' information and save it to your desktop. If you do not enter information into an apprentice's row, then the row is ignored during the Upload process.

Note: Please do NOT modify any cells in the first row of the workbook or the Upload process will fail.

	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Registration	Program	Occupation	Current Step	Step	Effective Date	Minutes	Date
2	Test	Again	210030	128	1289		1			
3	Edward	Agyman	202026	128	15		3			
4	Isaac	Akers	204438	128	15		1			
5	Andy	Alanis	196520	128	1096		2			
6	Esteban	Alcaraz	204806	128	15		4			
7	Omar	Aldana	201001	128	1096		4			
8	Owen	Alderman	199122	128	105		3			
9	Derek	Aliabadi	207820	128	15		1			
10	Emmanuel	Allen	194510	128	1096		1			
11	Emerson	Allington	195633	128	26		3			
12	Travis	Allison	186155	128	15		6			
13	Levon	Allred	194033	128	15		4			
14	Jonathon	Allstead	190282	128	15		1			
15	Rufino	Almejo	180232	128	15		5			
16	Brandon	Alvarado	161761	128	1096		1			
17	David	Alvarado	202612	128	1096		2			
18	Julian	Alvarado	199600	128	26		2			
19	Carlos	Alvarez	190724	128	1096		5			
20	Eduardo	Alvarez	188362	128	1096		7			
21	Robin	Alvarez Jr	169544	128	31		1			
22	Santos	Alvarez-Es	195936	128	1096		6			
23	Mitchell	Alvord	203444	128	15		2			
24	Quinten	Alvord	201002	128	1096		3			
25	Janell	Alyea	191290	128	15		4			
26	Roberto	Amaral	205741	128	1096		1			
27	Henry	Amaro Sai	208149	128	1096		2			
28	D'angelo	Amy	202162	128	15		1			
29	Darian	Anardi	197276	128	15		3			
30	Erik	Andersen	175397	128	15		7			
31	Andre	Anderson	202043	128	1096		2			
32	Brandon	Anderson	205888	128	15		1			
33	Cole	Anderson	207945	128	15		3			
34	Cory	Anderson	171712	128	15		6			
35	Kyle	Anderson	202008	128	15		2			
36	Robert	Anderson	196381	128	15		4			

Step 2: Upload and Submit

Browse for the file to upload:

Note: Please make sure the file you are uploading is in .csv format



Upload
(5MB maximum per file)

4

Submit

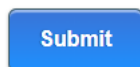
4. Select



and

navigate to where the file is saved.

5. Verify that the correct file has been chosen, then select



Step 2: Upload and Submit

Browse for the file to upload:

Note: Please make sure the file you are uploading is in .csv format



Upload
(5MB maximum per file)

128_20250911_Template (...)



5

Submit

6. Review the Upload Results and select to complete the update.

Review Upload Results

Back to upload another template

Review the information and edit if needed, then submit to update step information

Autofill all dates

Effective Date:

Minutes Date:

Set Dates

Show:

100 rows

Apprentice Name (ID)	Current Step	Reported Hours	New Step	Effective Date	Minutes Date	Remove
210030 Test Again	1	125.00/275.00	2	07/01/2025	07/07/2025	✖

6Submit

Cancel

UPDATE STATUS

1. Select Update Status .

Make an Update

Report Hours

Update Steps

Update Status

Update Program Wages

Apprentice Lookup & Update

[Back to program overview](#)

Find an Apprentice

Program

Program name: Subprogram: Occupation:

Apprentice

Apprentice First Name: Apprentice Last Name: Apprentice ID:

Apprentice Status: Step:

Active Apprentices: 2280 Show: 10 rows

Apprentice Name	Status	Step	OJT/RSI	Probation	Edit
210030 Again_Test	Active	1	OJT 25 RSI 75	Non-Probationary	
202026 Agyman, Edward T	Active	3	OJT 2412 RSI 160	Probationary	
204438 Akers, Isaac C	Active	1	OJT 928 RSI 100	Probationary	

2. Search for an individual apprentice by their:

A. Program name
(If you have access to multiple programs a drop-down list will be available.)

B. SubProgram
Note: If the program does not have SubPrograms, this filter will not display.

C. Occupation

D. Apprentice First Name

E. Apprentice Last Name

F. Apprentice ID

G. Apprentice Status

H. Step

PROBATIONARY TO NON-PROBATIONARY

1. Select the in line with Agyman, Edward T to make him non-probationary.

Active Apprentices: 2280 Show: 10 rows

Apprentice Name	Status	Step	OJT/RSI	Probation	Edit
210030 Again_Test	Active	1	OJT 125 RSI 275	Non-Probationary	
202026 Agyman, Edward T	Active	3	OJT 2412 RSI 160	Probationary	
204438 Akers, Isaac C	Active	1	OJT 928 RSI 100	Probationary	

Submit

2. Enter the Completion Date, Meeting Minutes Date and select

Update Apprentice

[Back to Find an Apprentice](#)

Agyman, Edward T 202026

Status
☐ Skip ☐ Completed ☐ Cancelled ☐ Suspended

Probation

Probationary

Completion Date:
09/01/2025

Credit additional hours
Additional Hours: 0
Current total hours:
OJT 2412 | RSI 160

Additional OJT hours earned:
0

OJT hours credited for previous experience (optional):
0

RSI hours credited for previous experience (optional):
0

Meeting Minutes Date
Minutes Date **required**
09/08/2025

Submit

[Cancel](#)

3. A confirmation message will appear at the bottom of the screen.

Your information has been submitted successfully!

The next time you log into your account that apprentice's probation status will update from Probationary to Non-Probationary.

SKIP

1. Select Skip.
2. Enter additional OJT hours to credit.
3. Enter Meeting Minutes Date.

4. Enter a Comment.

5. Select

Submit

The screenshot shows the 'Update Apprentice' form for 'Agyman, Edward T' with term '202026'. It includes sections for Status (with 'Skip' selected), Total OJT Hours (2412), Hours required (8000), Minimum Term Hours (8000), Probation (Non-Probationary), Credit additional hours (with input fields for Additional OJT hours earned, OJT hours credited for previous experience, Current total hours, and RSI hours credited for previous experience), Meeting Minutes Date (with a date picker), and a Comment field. The form ends with 'Submit' and 'Cancel' buttons. Red numbered callouts 1 through 5 highlight the Status selection, the Credit additional hours section, the Meeting Minutes Date field, the Comment field, and the Submit button respectively.

The skip request will be sent to the AC for further review.

① Your request is pending. Contact your Apprenticeship Consultant for updates.

COMPLETED

1. Select Complete.

2. Enter the Effective Date of the status change.

Note: If Queue Status Change is selected, it will place the status change in a separate queue that can be submitted all at once.

3. Enter additional hours to credit.

4. Enter Meeting Minutes Date.

5. Enter an optional Comment.

6. Select

Submit

The screenshot shows the 'Update Apprentice' form for 'Agyman, Edward T' in 202026. The form includes sections for Status, Effective Date, Total OJT Hours, Probation, Credit additional hours, Meeting Minutes Date, and a Comment field. Red numbered callouts (1-6) highlight specific elements: 1 points to the Status section, 2 to the Effective Date field, 3 to the Additional OJT hours earned field, 4 to the Meeting Minutes Date field, 5 to the Comment field, and 6 to the Submit button.

Update Apprentice [Back to Find an Apprentice](#)

Agyman, Edward T 202026

Status 1
☐ Skip ☒ Completed ☐ Cancelled ☐ Suspended

Effective Date: 2 ☐ Queue status change (The apprentice's status will not be updated until the queue is submitted.)

Total OJT Hours: **2412**
Hours required for this occupation: **8000**
Minimum Term Hours: **8000**

Probation
☒ Non-Probationary

Credit additional hours 3
Additional Hours: 0
Current total hours: OJT 2412 RSI 160
Additional OJT hours earned: OJT hours credited for previous experience (optional): 2412
RSI hours credited for previous experience (optional): 160

Meeting Minutes Date
Minutes Date 4

Comment 5

500 of 500 characters remaining

6 [Cancel](#)

The completion request will be sent to the AC for further review.

① Your request is pending. Contact your Apprenticeship Consultant for updates.

CANCELLED

1. Select Cancelled.

2. Select the Cancelled Reason from drop down.

Note: If Other is selected an Other Reason field will come up for further explanation.

Update Apprentice

[Back to Find an Apprentice](#)

Agyman, Edward T 202026

Status
☐ Skip
 ☐ Completed
 ☒ Cancelled
 ☐ Suspended

Cancelled Reason

Select All

Select All
 Failed to maintain required employment
 Left to accept related employment (in the industry) (The apprentice's status will not be updated until the queue is submitted.)
 Left to accept other employment (left the industry)
 Unsatisfactory performance (OJT)
 Lack of work
 Entered military service
 Transferred to another program
 Medical/family care
 Program cancelled
 Voluntarily quit
 Unsatisfactory performance (RSI)
 Transportation Requirements
 Failed licensing/certification requirements
 Probationary cancellation
 Other

Additional OJT hours earned:

OJT hours credited for previous experience (optional):

2412

3. Enter the Effective Date.

4. Enter the Meeting Minutes Date.

5. Enter an optional Comment.

6. Select

Submit

Cancelled Reason

Other

Other reason:

Testing

43 of 50 characters remaining

Effective Date:

Queue status change (The apprentice's status will not be updated until the queue is submitted.)

Total OJT Hours: 2412

Hours required for this occupation: 8000

Minimum Term Hours: 8000

Probation

Non-Probationary

Credit additional hours

Additional Hours: 0

Current total hours:

OJT 2412 RSI 160

Additional OJT hours earned:

OJT hours credited for previous experience (optional):

2412

RSI hours credited for previous experience (optional):

160

Meeting Minutes Date

Minutes Date

Comment

500 of 500 characters remaining

Submit

Cancel

A confirmation message will display and the apprentice will now show as being cancelled.

Your information has been submitted successfully!

▲Apprentice Name	Status	▲ Step	OJT/RSI	Probation	Edit
202026 Agyman, Edward T	 Cancelled	 3	OJT 2412 RSI 160	 Non-Probationary	

If  is selected on a cancelled apprentice, the apprentice can either be marked with a Skip or Active status.

Update Apprentice

[Back to Find an Apprentice](#)

Agyman, Edward T 202026

Status
☐ Skip ☐ Active

Probation
 Non-Probationary

Credit additional hours
Additional Hours: 0
Current total hours: OJT 2412 | RSI 160

Additional OJT hours earned:
RSI hours credited for previous experience (optional):

OJT hours credited for previous experience (optional):
RSI hours credited for previous experience (optional):

Meeting Minutes Date
Minutes Date: 

Comment

500 of 500 characters remaining

[Cancel](#)

Note: If apprentice is marked as Skip, it will need to go to AC for review. If marked as Active, the activation will occur automatically.

SUSPENDED

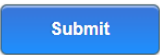
1. Select Suspended.
2. Enter the Effective Date and the Suspension End Date.

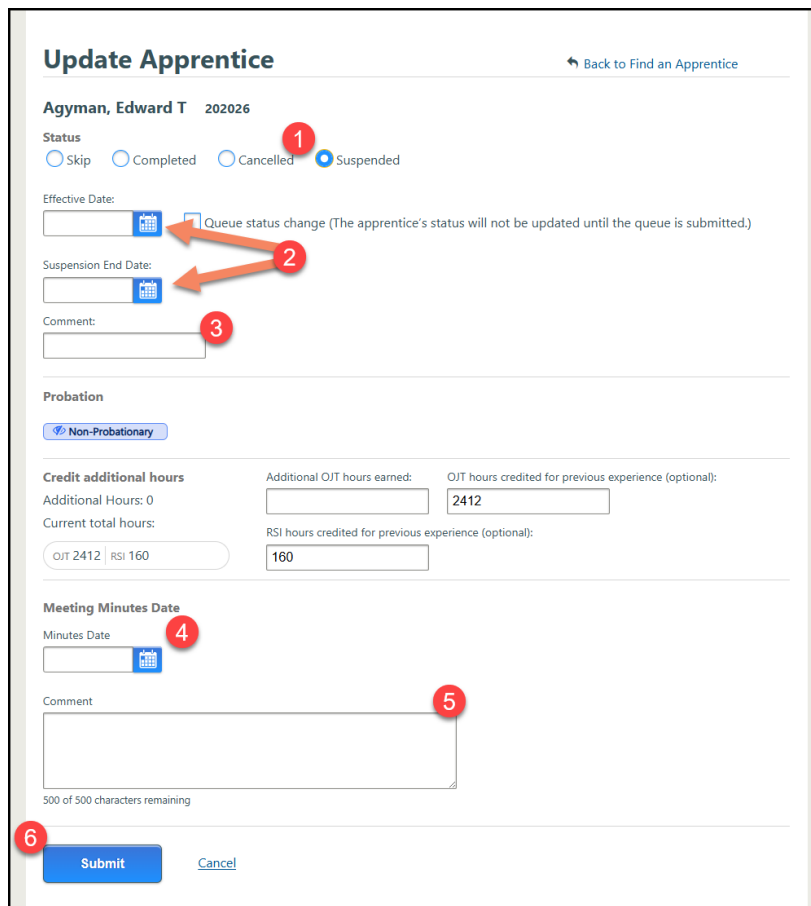
Note: If Queue Status Change is selected, it will place the status change in a separate queue that can be submitted all at once.

3. Enter an optional Comment.

4. Enter Meeting Minutes Date.

5. Enter an optional Comment.

6. Select .



The screenshot shows the 'Update Apprentice' form for 'Agyman, Edward T' in 202026. The form includes sections for Status, Effective Date, Suspension End Date, Comment, Probation, Credit additional hours, Meeting Minutes Date, and another Comment. Red numbered callouts indicate the following steps: 1. Select 'Suspended' status. 2. Click the 'Queue status change' checkbox. 3. Enter a comment in the 'Comment' field. 4. Select a date for 'Meeting Minutes Date'. 5. Enter a comment in the second 'Comment' field. 6. Click the 'Submit' button at the bottom left.

A confirmation message will display and the apprentice will now show as being suspended.

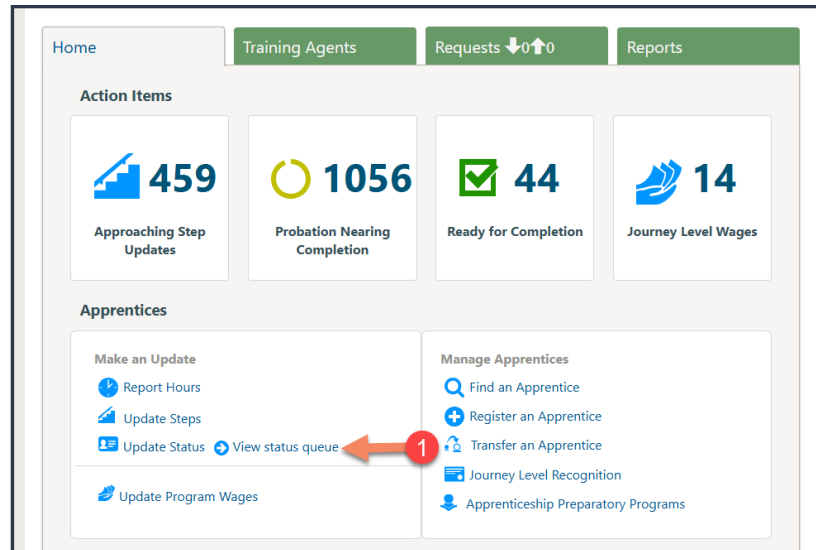
Your information has been submitted successfully!

▲Apprentice Name	Status	▲ Step	OJT/RSI	Probation	✎ Edit
202026 Agyman, Edward T	 Suspended	 3	OJT 2412 RSI 160	 Non-Probationary	

QUEUE STATUS CHANGE

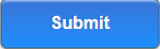
If Queue Status Change is selected when updating an apprentice's status, on the Home tab, under Apprentices, in Make an Update,  [View status queue](#) will now appear.

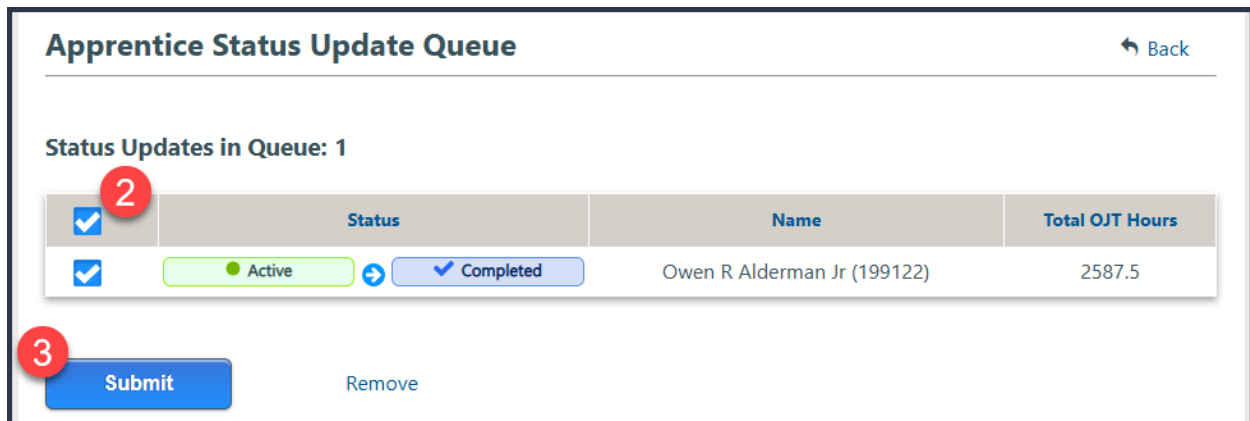
1. Select  [View status queue](#).



2. Select the box next to the updates to send to the AC.

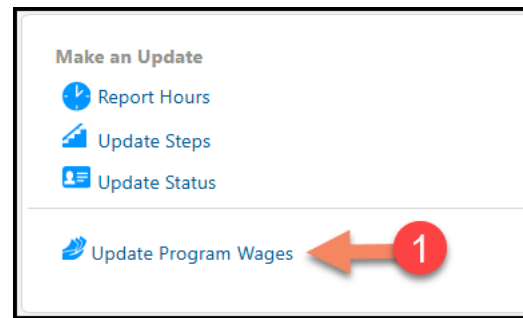
Note: If the top box is selected, it will select all the boxes.

3. Select .

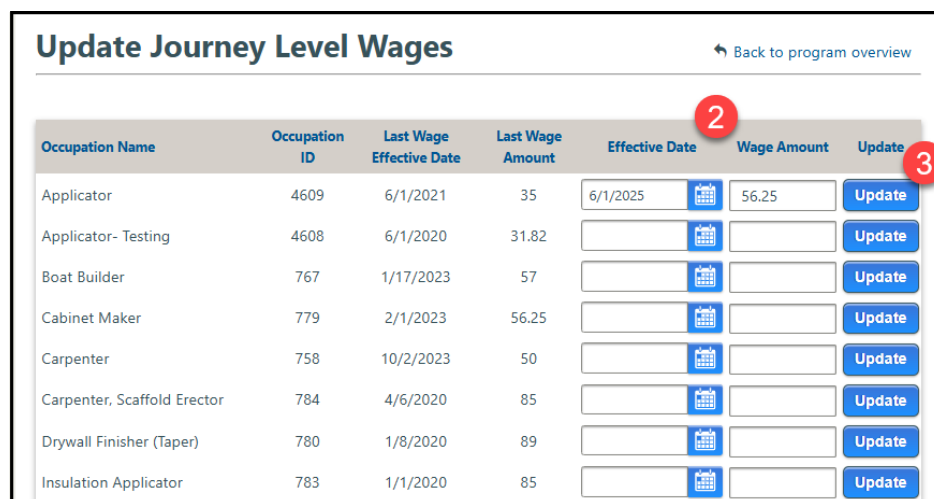


UPDATE PROGRAM WAGES

1. Select  Update Program Wages .



2. Enter the Effective Date and updated Wage Amount.



The screenshot shows a table titled "Update Journey Level Wages" with a "Back to program overview" link. The table has seven columns: "Occupation Name", "Occupation ID", "Last Wage Effective Date", "Last Wage Amount", "Effective Date", "Wage Amount", and "Update". Red circles with numbers 2 and 3 highlight the "Effective Date" and "Update" columns respectively.

Occupation Name	Occupation ID	Last Wage Effective Date	Last Wage Amount	Effective Date	Wage Amount	Update
Applicator	4609	6/1/2021	35	6/1/2025	56.25	Update
Applicator- Testing	4608	6/1/2020	31.82			Update
Boat Builder	767	1/17/2023	57			Update
Cabinet Maker	779	2/1/2023	56.25			Update
Carpenter	758	10/2/2023	50			Update
Carpenter, Scaffold Erector	784	4/6/2020	85			Update
Drywall Finisher (Taper)	780	1/8/2020	89			Update
Insulation Applicator	783	1/1/2020	85			Update

3. Select [Update](#) .

FIND AN APPRENTICE

1. Select  Find an Apprentice .



Apprentice Lookup & Update [Back to program overview](#)

Find an Apprentice

Program

A

Program name:

Washington State UBC JATC

B

Subprogram:

Select All

C

Occupation:

All Occupations

Apprentice

D

Apprentice First Name

E

Apprentice Last Name

F

Apprentice ID

G

Apprentice Status

Active

H

Step

Select a Step

2

Search

Reset

Active Apprentices: 2280

Show: 10 rows

Apprentice Name	Status	Step	OJT/RSI	Probation	Edit
210030 Again_Test	Active	1	OJT 125 RSI 275	Non-Probationary	
202026 Agyman_Edward T	Active	3	OJT 2412 RSI 160	Non-Probationary	
204438 Akers_Isaac C	Active	1	OJT 928 RSI 100	Probationary	

2. Search for an individual apprentice by their:

A. Program name
(If you have access to multiple programs a drop-down list will be available.)

B. SubProgram
Note: If the program does not have SubPrograms, this filter will not display.

C. Occupation

D. Apprentice First Name

E. Apprentice Last Name

F. Apprentice ID

G. Apprentice Status

H. Step

You can perform the same steps here that you can under [Update Status](#) to update an apprentice's status by clicking on the edit .

UPDATE APPRENTICE INFORMATION

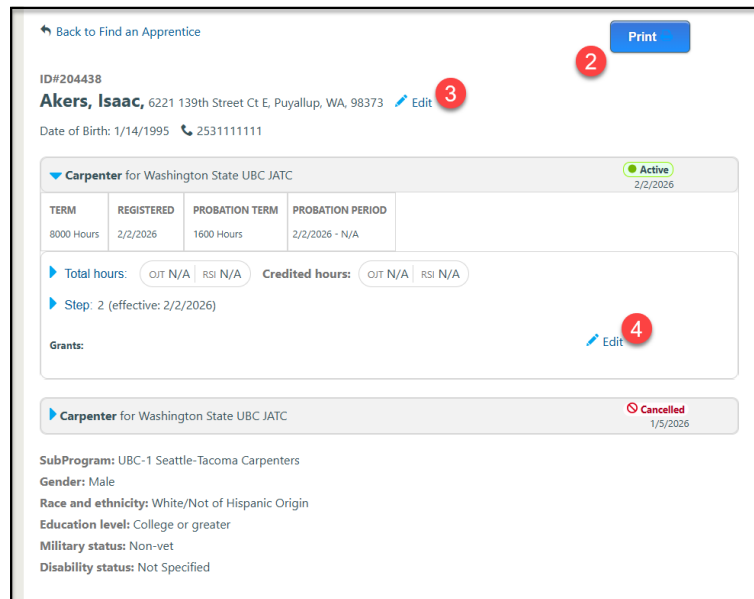
1. Select the apprentice's name.

Apprentice Name	Status	Step	OJT/RSI	Probation	Edit
204438 Akers_Isaac C	Active	2	OJT 0 RSI 0	Probationary	
204806 Alcaraz_Esteban	Active	4	OJT 3020 RSI 240	Probationary	
199122 Alderman Jr_Owen R	Active	3	OJT 2587 RSI 200	Non-Probationary	
207820 Aliabadi_Derek L	Active	1	OJT 72 RSI 0	Probationary	
194510 Allen_Emmanuelle	Active	1	OJT 623 RSI 40	Non-Probationary	
195633 Allington_Emerson	Active	3	OJT 2120 RSI 300	Non-Probationary	
186155 Allison_Travis J	Active	6	OJT 4914 RSI 403	Non-Probationary	
194033 Alfred_Levon M	Active	4	OJT 3190 RSI 323	Non-Probationary	
190282 Allstead_Jonathon	Active	1	OJT 694 RSI 40	Probationary	
180232 Almejo_Rufino	Active	5	OJT 4883 RSI 560	Non-Probationary	

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

36

2. If  is selected, a copy of the page will be printed.
3. If  Edit is selected, you will be able to edit the apprentice's address and personal information.
4. If  Edit is selected under the apprentice's registration, you can add grants to the registration if there are any to add.



Back to Find an Apprentice Print

ID#204438

Akers, Isaac, 6221 139th Street Ct E, Puyallup, WA, 98373 Edit

Date of Birth: 1/14/1995 Phone: 2531111111

TERM	REGISTERED	PROBATION TERM	PROBATION PERIOD
8000 Hours	2/2/2026	1600 Hours	2/2/2026 - N/A

Total hours: OJT N/A | RSI N/A Credited hours: OJT N/A | RSI N/A

Step: 2 (effective: 2/2/2026)

Grants: Edit

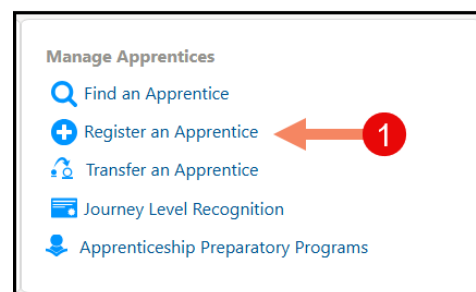
Carpenter for Washington State UBC JATC Active 2/2/2026

Carpenter for Washington State UBC JATC Cancelled 1/5/2026

SubProgram: UBC-1 Seattle-Tacoma Carpenters
 Gender: Male
 Race and ethnicity: White/Not of Hispanic Origin
 Education level: College or greater
 Military status: Non-vet
 Disability status: Not Specified

REGISTER AN APPRENTICE

1. Select  Register an Apprentice



Manage Apprentices

- Find an Apprentice
-  Register an Apprentice
- Transfer an Apprentice
- Journey Level Recognition
- Apprenticeship Preparatory Programs

Register an Apprentice [Back to program overview](#)

Application Information

Social Security Number **required** 2

Birth Date **required**

[Verify](#)

2. Enter the apprentice's **Social Security Number**.

Are you sure this information is correct?

[Yes](#) 3 [No](#)

3. ARTS will have you verify if the information is correct. After selecting **Yes**, you will need to enter the apprentice's **Birth Date**.

4. Enter the Apprentice's information, required fields are labeled in red.

5. Enter the apprentice's Demographic Information.

First Name **required** Initial Last Name **required** Suffix 4

Address: **required**

Address (line two):

City: **required** State: **required** Zip code: **required**

Applicant Phone

Applicant Email

Demographic Information 5

L&I collects this information to meet and report federal requirements of apprenticeship programs in Washington State.

Gender **required**
☐ Male
☐ Female
☐ X

Race/Ethnicity **required**
☐ Not Specified
☐ Asian
☐ Black or African American
☐ Hispanic
☐ American Indian or Alaska Native
☐ White
☐ Native Hawaiian or Pacific Islander

Ethnic Group **required**
☐ Hispanic or Latino Origin
☐ Not Hispanic or Latino Origin
☐ Not Specified

Highest education level completed **required**
☐ 8th grade or less
☐ Some high school (9th-12th)
☐ GED
☐ High school graduate
☐ College or greater

Military Status **required**
☐ Not Specified
☐ Non-vet
☐ Vietnam era vet
☐ Other than Vietnam era vet

Disability Disclosure **required**
☐ Disabled
☐ Not Disabled
☐ Not Specified

6. Select the Apprenticeship Occupation.

7. Enter license/certificate number.

8. Select a Step number.

9. If the occupation has any grants associated, then a list of grants will display for the user to select. If applicable, select the Grant's checkbox.

10. Select the Employer.

11. Select a SubProgram

Note: Not all programs include SubPrograms.

12. Select the button for Yes or No for; "Does this applicant qualify for Direct Entry?".

13. Select the Date that the Apprenticeship Begins.

14. Enter the Credit Hours from Previous Experience, if applicable.

15. Enter the RSI Hours from Previous Experience, if applicable.

16. Enter Comments, if applicable.

For example, add comments to support Credit Hours from Previous Experience.

Apprenticeship Information

Apprenticeship Occupation **required**

Carpenter

Enter your License/Certificate number

Select a step number **required**

Select a Step

Select Grants

☐ ESD/USDOL Project -Grant Test

Select Employer

Select

Select a subprogram

Applicants may meet certain qualifications for program admission, bypassing the approval process (Direct Entry).
[More about Direct Entry](#)

Does this applicant qualify for Direct Entry? **required**

☐ Yes ☐ No

Date Apprenticeship Begins **required**

Credit Hours from Previous Experience

Hours

RSI Previous Experience

Hours

Comments

500 of 500 characters remaining

Terms and Obligations

Program agrees

The Sponsors have a correctly signed Apprenticeship agreement from which must be maintained by the program for a period of 5 years beyond the Completion/Cancellation.

The Apprentice has been provided a copy of the official program standards or the apprentice has been shown where to get an electronic copy of the standards.

☐ I have read and agree with all of the above **required** 17

[Register Apprentice](#) 18

17. Review the **Terms and Obligations** for the Program and select the checkbox stating, “I have read and agree with all of the above”.

18. Select

[Register Apprentice](#)

19. Review that the information to be submitted is correct. Select Edit if changes are needed.

20. Select

[Submit](#)

Confirm New Apprentice 19

Review the information to be submitted and correct any errors you find before submitting.

Contact: John Test, Male
SSN: 156-81-3536
Address: 123 W Test Ave, Pasco WA 99301
Phone: 509-111-1111
Email: johnsmith@test.com

Demographic: Race: White
Ethnicity: Not Hispanic or Latino Origin
Education level: GED
Military status: Not Specified
Disability Disclosure: Not Disabled
Birth Date: 01/01/2009

Apprenticeship: Program: Washington State UBC JATC

Carpenter			
BEGINS	LICENSE OR CERTIFICATE	DIRECT ENTRY	
08/01/2025	TEST12345/JT	No	

Credited hours: OJT RSI

Step: 1

Employer: N/A

Grants: ESD/USDOL Project -Grant Test

Comments: test

[Submit](#) 20 [Edit](#)

Once Submitted a message will display, “Thank you! Your registration was successful!” and will include the Apprentice ID number.

Apprentice Registration

Thank you!
✓ Your registration was successful!
Apprentice ID: 210064 

[Download PDF](#)
[Register another apprentice](#)
[Back to program overview](#)

Begin date exceeds 30 days from today. Please enter a Comment.

Note: If the registration date is more than 30 days in the past, or there are credited hours, or if the apprentice is out of state, a Comment is required and the registration will be sent to the Compliance Specialist for approval.

Apprentice Registration

Thank you!

ⓘ : Your registration is pending. Contact your Apprenticeship Consultant for updates.

TRANSFER AN APPRENTICE

Apprentices can be transferred from one program to another program (Outgoing Transfer) or from occupation to a different occupation in the same program. Apprentices from a different program can transfer into the current program (Incoming Transfer).

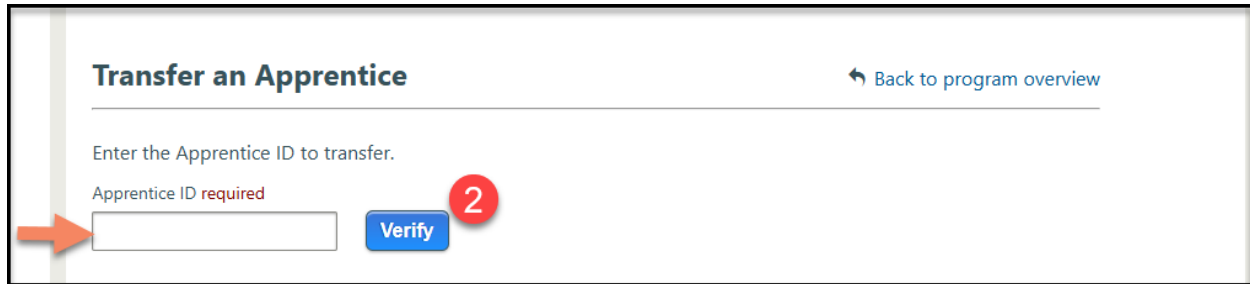
OUTGOING TRANSFERS

1. Select  [Transfer an Apprentice](#) .



2. Enter the apprentice ID and select

Verify



3. After the Apprentice ID has been verified, the transfer options will be displayed. Select the appropriate option.



Note: If the apprentice is transferring to a different occupation in the existing program, the apprentice will be transferred directly. If transferring to a different program, the receiving program will receive a transfer request to accept the apprentice's transfer.

4. Select the Apprenticeship Program from the drop-down list.



5. After the program is selected, the Occupation drop-down will appear.

Choose Program and Occupation

Apprenticeship Program **required**

Construction Industry Training Council of Washingto ▾

Occupation:

Select an Occupation ▾

Select an Occupation

Carpenter

6. The Select a step number drop-down will appear after an occupation has been selected. Select the step level for the transferring apprentice.

Choose Program and Occupation

Apprenticeship Program **required**

Construction Industry Training Council of Washingto ▾

Occupation:

Carpenter ▾

Select a step number **required**

Select a Step ▾

Select a Step

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

7. Edit the Credit for previous experience (OJT) and the RSI Previous Experience hours, if applicable.

Select a step number **required**

Step 1 ▾

Credit for previous experience

623

RSI Previous Experience

40

8. Enter the apprentice's License/Certificate number, if applicable.

Enter your License/Certificate number

TESTIN235AP

8

9. Enter the Effective Date of the transfer and supply any optional Comments.

Effective Date **required**

04/13/2026

9

Current Program and Occupation

Washington State UBC JATC

Lathing, Acoustical, Drywall Systems Installer

Comments

This is a test.

10. Select

Transfer Apprentice

Current Program and Occupation

Washington State UBC JATC

Lathing, Acoustical, Drywall Systems Installer

Comments

This is a test.

Transfer Apprentice

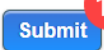
10

11. Preview the transfer information and select either  or  the transfer.

Preview Before Submit

Preview information before submitting the page

Apprentice ID:	194510
To Apprenticeship Program:	Construction Industry Training Council of Washington - Carpenter
To Occupation:	Carpenter
OJT Previous Experience:	623
RSI Previous Experience:	40
License/Certifiate Number:	TESTIN235AP
Effective Date:	4/13/2026
Comments:	This is a test.



If any information requires editing, select  to make the changes, then select .

Once Submitted a message will display, "Thank you! Your transfer was successful!".

Apprentice Transfer

[Back to program overview](#)

Thank you!

✓ Your transfer was successful.

INCOMING TRANSFERS

1. Select the Requests tab.

APPRENTICESHIP CONSULTANT:  [Shari Reiter-Johnson](#) 
360-111-1111

Aerospace Joint Apprenticeship Committee
[Change to another program?](#)

Home

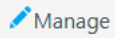
Training Agents

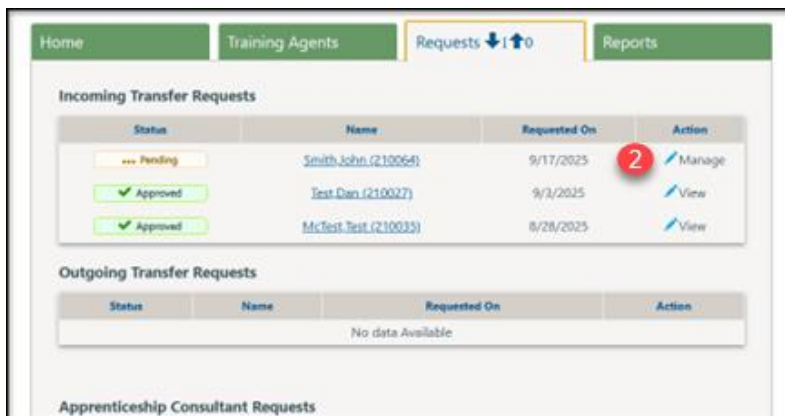
Requests  1  0 

Reports

The Requests Tab down-arrow symbolizes an **Incoming Transfer Request**. The number that follows the down-arrow is the quantity of pending, **Incoming Transfer Requests**.

In a similar manner; the up-arrow symbolizes an **Outgoing Transfer Request**. The number that follows the up-arrow is the quantity of pending, **Outgoing Transfer Requests**.

2. Under Incoming Transfer Requests, select  **Manage** on the Pending transfer.

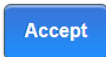


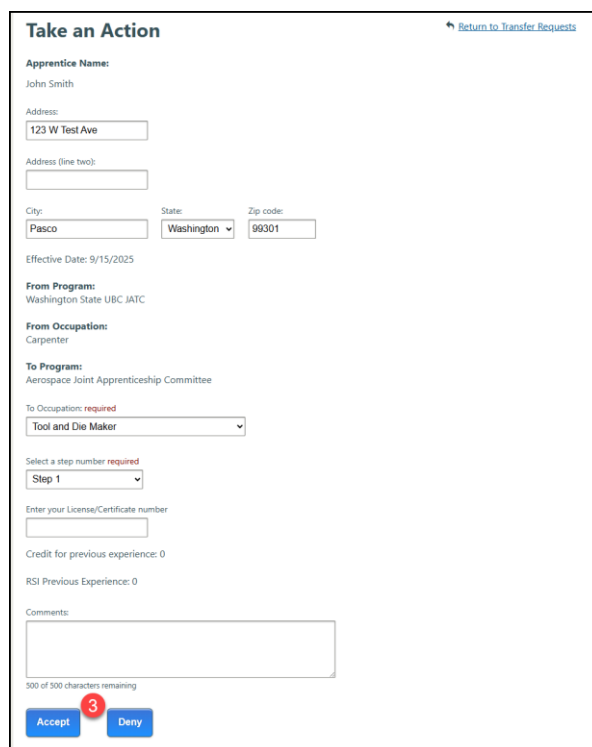
Status	Name	Requested On	Action
Pending	Smith John (210064)	9/17/2025	Manage
Approved	Test Dan (210027)	9/3/2025	View
Approved	McTest Test (210035)	8/28/2025	View

Outgoing Transfer Requests

Status	Name	Requested On	Action
No data Available			

Apprenticeship Consultant Requests

3. Review the transfer and select either  **Accept** or  **Deny** the Pending transfer.



Take an Action [Return to Transfer Requests](#)

Apprentice Name:
John Smith

Address:
123 W Test Ave

Address (line two):

City: Pasco **State:** Washington **Zip code:** 99301

Effective Date: 9/15/2025

From Program:
Washington State UBC JATC

From Occupation:
Carpenter

To Program:
Aerospace Joint Apprenticeship Committee

To Occupation: required
Tool and Die Maker

Select a step number: required
Step 1

Enter your License/Certificate number:

Credit for previous experience: 0

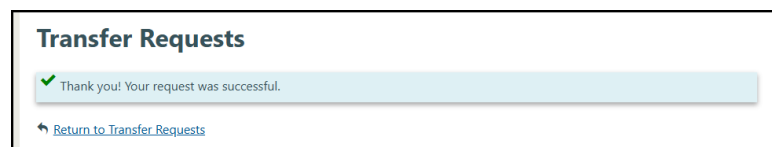
RSI Previous Experience: 0

Comments:

500 of 500 characters remaining

Accept **Deny**

Once submitted a message will display, "Thank you! Your request was successful!".



JOURNEY LEVEL RECOGNITION

1. Select  Journey Level Recognition



A screenshot of the "Journey Level Recognition" form. The form is divided into two main sections: "Upload a New Bulk File" and "View Previous Uploads".

Upload a New Bulk File

To upload an excel file you do not need a template, simply skip to step 2 and upload your file to ARTS

Step 1: Download Template (.csv file)

2. **Download template**

Step 2: Upload and Submit

3. Select Occupation *required*

Carpenter

Browse for the file to upload:

4. **Upload (SMB maximum per file)**

undefined_20250923_Tem...

5. **Submit**

View Previous Uploads

Submit Date	Entries	Status	Action
12/9/2024	12	AC Approved	Submitted
12/9/2024	16	AC Approved	Submitted
2/4/2020	12	AC Approved	Submitted
1/23/2020	16	AC Approved	Submitted
1/23/2020	1	AC Approved	Submitted

2. Select

Download template and save the .CSV file to your computer. Complete the .CSV file.

Note: Please do NOT modify any cells in the first row of the workbook or the Upload process will fail.

3. Select the Occupation from the drop-down list menu.

4. Select

Upload (SMB maximum per file). Click on the .CSV file to select it.

5. Verify that the correct file has been selected, then select

Submit

6. Review the apprentice information and select

Submit

Review Upload Results and Submit

[Back to batch upload apprentice](#)

Check the results of upload and edit if needed, then submit to complete registration

Show: 10 rows

Griswold M Jacob, Male, born Sun Nov 15 1987
Completion Date: Mon Aug 31 2020
2323 7th St SE Apt E202, PUYALLUP , WA, 98374
✉ Jake-griswold44@hotmail.com ☎ 6509965862

[Remove](#)
[Edit](#)

Submit **Save** **Print**

Note: You can also [Remove](#) the apprentice from this section or [Edit](#) the information.

APPRENTICESHIP PREPARATORY PROGRAMS

If there are preparatory programs associated with the apprenticeship program, this link will be available to quickly access the preparatory side of the program.



1. Select [Apprenticeship Preparatory Programs](#)

You will now be in the Apprenticeship Preparation Program Manager screen.

Apprenticeship Preparation Program Manager

Select a Program
Change to another program?

Cohorts Students Funding Reports Public Owners

Open Cohorts [Add Cohort](#) [Class Templates](#)

4 active cohorts

ARTS Test 8.12.25 - Late Summer 2025 Underway

August 01, 2025 - December 31, 2025

Testing 7 students

ARTS Testing - Fall 2025 Underway

September 01, 2025 - November 01, 2025

ARTS Testing 4 students

Students

38 students

[Tanya Friend](#)

[Christine Apprentice](#)

[Steven Lim](#)

[Shane Madjea](#)

[Steven Lim](#)

[John Smith](#)

LOOKUP

Lookup

[Authorized Signer](#)
[Committee Member](#)
[Public Lookup - Find a public program, occupation, training agent, or an apprentice from another program](#)
[Committee Meeting Minutes](#)

AUTHORIZED SIGNER

All the Authorized Signers of the program can be viewed through **Authorized Signer** Lookup function.

1. Select [Authorized Signer](#).

Lookup

[Authorized Signer](#) ← 1
[Committee Member](#)
[Public Lookup - Find a public program, occupation, training agent, or an apprentice from another program](#)
[Committee Meeting Minutes](#)

2. All the program's Authorized Signers are listed with their authorizing privileges.
3. Clicking [View](#) will provide further information about each Authorized Signer.

Authorized Signer Lookup [Back to program overview](#)

Program Name:

Washington State UBC JATC

Signer Name:

Search

Signer Name	All	Card	TA	Start Date	End Date	View
Anders (Dale) Tennyson	Yes	No	No	1/2/2008	11/20/2008	View
Andrew T. Webb	Yes	No	No	1/1/2013	7/14/2016	View
Bill Sullivan	Yes	No	No	9/27/1993	1/10/2000	View
Chad Canoy	Yes	No	No	10/24/2019	N/A	View
Charles Blankenship	Yes	No	No	10/2/2006	11/16/2007	View
Chuck Danner	Yes	No	No	4/23/2007	11/16/2007	View
Chuck Gotcher	Yes	No	No	8/11/2014	N/A	View
Cindy Gaudio	Yes	No	No	8/11/2014	N/A	View
Dan A. Lindbo	Yes	No	No	10/25/2007	8/14/2014	View
Dan Johnson	Yes	No	No	7/14/2016	N/A	View

First Previous 1 2 3 4 5 Next Last

Authorized Signer Information

Program Name: Washington State UBC JATC

Authorized Signer ID: 684

Effective Date: 1/2/2008

End Date: 11/20/2008

Signer Name: Anders (Dale) Tennyson

Note: If you only have access to one program, the Program Name drop-down list will not be present.

COMMITTEE MEMBER

All the Committee Members of the program can be viewed through **Committee Member** Lookup function.

1. Select [Committee Member](#).

Lookup

[Authorized Signer](#)
[Committee Member](#) ← 1
[Public Lookup - Find a public program, occupation, training agent, or an apprentice from another program](#)
[Committee Meeting Minutes](#)

2. All the program's Committee Members are listed with their committee role, personal information and committee member history.
3. Clicking [View](#) will provide further information about each Committee Member.

Committee Members Lookup

[Back to program overview](#)

Program Name:
Washington State UBC JATC

Committee Member Name:

Search

ID	Program ID	Group	Associate Name	Role	View
5601	128	Committee	Bradley, Martin	Employer Alternate	View 3
9907	128	Seattle-Tacoma Carpenters TC	Cole, Kristine	Employee Member	View
8438	128	North Puget Sound Carpenters TC	Cook, Curtis	Employer Member	View
10586	128	Specialty TC LADS	Cope, Marty	Employer Member	View
7558	128	E WA - N ID Carpenters TC	DePew, Brad	Employer Alternate	View 2
10135	128	E WA - N ID Carpenters TC	Edwards, Tony	Employee Member	View
10136	128	E WA - N ID Carpenters TC	Edwards, Tony	Employee Member	View
5610	128	Committee	Ervin, Ken	Employee Alternate	View
5609	128	Committee	Fritze, Lance	Employee Member	View
5329	128	E WA - N ID Carpenters TC	Fritze, Lance	Employee Member	View

First Previous 1 2 3 4 5 6 7 8 9 Next Last

Committee Member for Program

Program Name: Washington State UBC JATC

Associate ID: 5601

Group: Committee

Effective Date: 7/18/2019

End Date: N/A

Committee Side: Employer

Name

Last Name: Bradley

First Name: Martin

Middle Name: N/A

Address

Address1: Machinery Installation and Maintena

Address2: PO Box 13157

County: 61

City: MILL CREEK

State: WA

Zip Code: 98082-1167

Phone: N/A

Fax: N/A

Email: N/A

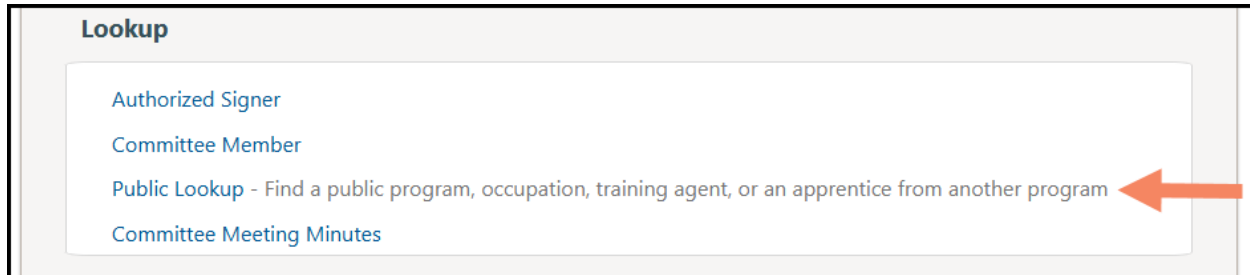
Committee Member History

Role	Effective Date	Cancel Date
Alternate	7/20/2007	N/A

Note: If you only have access to one program, the Program Name drop-down list will not be present.

PUBLIC LOOKUP

[Public Lookup](#) will redirect the user to an ARTS public website where you can search for a program, occupation, training agent, or apprentice from any WA Registered Apprenticeship program.



Apprentice Lookup

Search for registered Washington state apprentices using their Apprentice Status, Name, or Apprentice ID.

A screenshot of the 'Find an Apprentice or Apprenticeship Program' search form on the Washington State Department of Labor & Industries website. The form is titled 'Find an Apprentice or Apprenticeship Program' and includes a section 'I want to find:' with four radio button options: 'An Apprentice' (selected), 'An apprenticeship program by county and occupation', 'All apprenticeship programs by name', and 'Training agent/Employer lookup'. Below this is a section 'Using this search criteria:' with a dropdown menu for 'Select Apprentice Status:' set to 'Active'. There are input fields for 'First Name', 'Last Name', and 'Apprentice ID', with an 'OR' between 'Last Name' and 'Apprentice ID'. At the bottom are 'SEARCH' and 'RESET' buttons.

Washington State Department of Labor & Industries

Contact My L&I Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Find an Apprentice or Apprenticeship Program

I want to find:

- ☐ An Apprentice
- ☒ An apprenticeship program by county and occupation
- ☐ All apprenticeship programs by name
- ☐ Training agent/Employer lookup

Using this search criteria: 39 selected

Select County: ADAMS, ASOTIN, BENTON, CHELAN, CLALLA...

Occupation

SEARCH

County/Occupation Lookup

Search approved Washington state apprenticeship programs by County and Occupation.

Apprenticeship Program Lookup

Search approved Washington state apprenticeship programs by their partial name. Can also export results into an Excel file.

Washington State Department of Labor & Industries

Contact My L&I Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Find an Apprentice or Apprenticeship Program

I want to find:

- ☐ An Apprentice
- ☐ An apprenticeship program by county and occupation
- ☒ All apprenticeship programs by name
- ☐ Training agent/Employer lookup

Using this search criteria:

Program Name:

EXPORT TO EXCEL

Program Name ^

- [A&D Fire Sprinklers Apprenticeship Committee](#)
- [A-1 Landscaping and Construction, Inc](#)
- [ABM Onsite Services Clark County Custodial Apprenticeship Committee](#)

Washington State Department of Labor & Industries

Contact My L&I Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Find an Apprenticeship Program

I want to find:

- ☐ An Apprentice
- ☐ An apprenticeship program by county and occupation
- ☐ All apprenticeship programs by name
- ☒ Training agent/Employer lookup

Using this search criteria:

Select Status
All Statuses

Employer Name

Employer UBI

Program Name

SEARCH RESET

EXPORT TO EXCEL

Training Agent Lookup

Search approved Washington state training agents by their Status, partial Employer Name, Employer UBI, or partial Program Name. The user may also export the results into an Excel file. Enter the search criteria, then select **EXPORT TO EXCEL**.

COMMITTEE MEETING MINUTES

The program's Committee Meeting Minutes history may be reviewed, and new meeting minutes may be uploaded.

UPLOAD MINUTES

1. Select [Committee Meeting Minutes](#).

Lookup

- Authorized Signer
- Committee Member
- Public Lookup - Find a public program, occupation, training agent, or an apprentice from another program
- Committee Meeting Minutes**

2. Select  Upload Minutes .

Committee Meeting Archive

[Back to program overview](#)

Browse committee meeting minutes up to five years in the past

Note: You can delete meeting minutes within 30 days of submission

2  Upload Minutes

2025 - Committee Meetings

Submit Date	Meeting Date	View Meeting	View Actions	Submitted by	Delete
N/A	9/8/2025	N/A	View Actions	N/A	N/A
N/A	8/14/2025	N/A	View Actions	N/A	N/A
N/A	7/7/2025	N/A	View Actions	N/A	N/A
N/A	5/28/2025	N/A	View Actions	N/A	N/A
N/A	5/15/2025	N/A	View Actions	N/A	N/A
N/A	1/10/2025	N/A	View Actions	N/A	N/A

2024 - Committee Meetings

Upload Minutes

 Upload
(50MB maximum per file)

Minutes Date: required



Comment

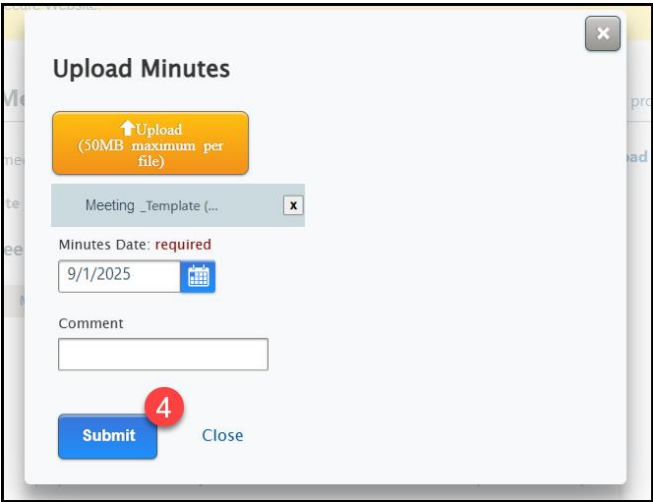
Submit

Close

3. Select  and navigate to where you have the minutes saved and enter the required, Minutes Date field.

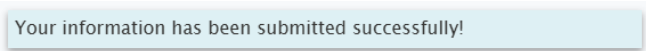
Note: The Comment field is optional.

4. Select 



The 'Upload Minutes' modal form contains the following elements:

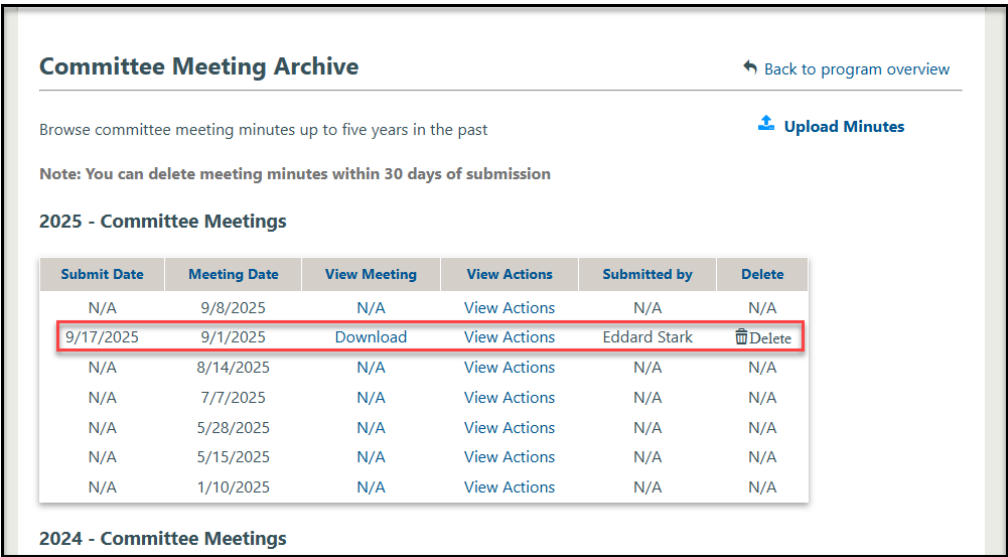
- Upload button:** An orange button with an upward arrow icon and the text "Upload (50MB maximum per file)".
- File selection:** A text input field containing "Meeting_Template (...)" with a file selection icon.
- Minutes Date:** A label "Minutes Date: required" followed by a date input field showing "9/1/2025" and a calendar icon.
- Comment:** A text input field.
- Buttons:** A blue "Submit" button with a red circle containing the number "4" above it, and a grey "Close" button.

A message  will be displayed.

After the minutes have been uploaded, you will be able to see it on the Committee Meeting Archive page.

You can then:

- Select [Download](#) to download a copy of the minutes to your computer.
- Select [View Actions](#) to see what actions were taken.
- Select  [Delete](#) to remove the minutes (only within 30 days of the submission date).



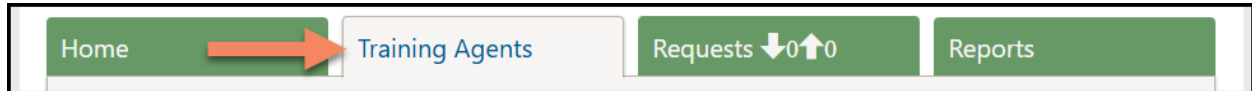
The 'Committee Meeting Archive' page includes a header with a 'Back to program overview' link, a description 'Browse committee meeting minutes up to five years in the past', and an 'Upload Minutes' button. A note states: 'Note: You can delete meeting minutes within 30 days of submission'. The main content area is titled '2025 - Committee Meetings' and contains a table of meeting records.

Submit Date	Meeting Date	View Meeting	View Actions	Submitted by	Delete
N/A	9/8/2025	N/A	View Actions	N/A	N/A
9/17/2025	9/1/2025	Download	View Actions	Eddard Stark	 Delete
N/A	8/14/2025	N/A	View Actions	N/A	N/A
N/A	7/7/2025	N/A	View Actions	N/A	N/A
N/A	5/28/2025	N/A	View Actions	N/A	N/A
N/A	5/15/2025	N/A	View Actions	N/A	N/A
N/A	1/10/2025	N/A	View Actions	N/A	N/A

Below the table, the text '2024 - Committee Meetings' is visible.

Notes: The Committee Meeting Archive will contain minutes from the previous 5 years.

TRAINING AGENTS



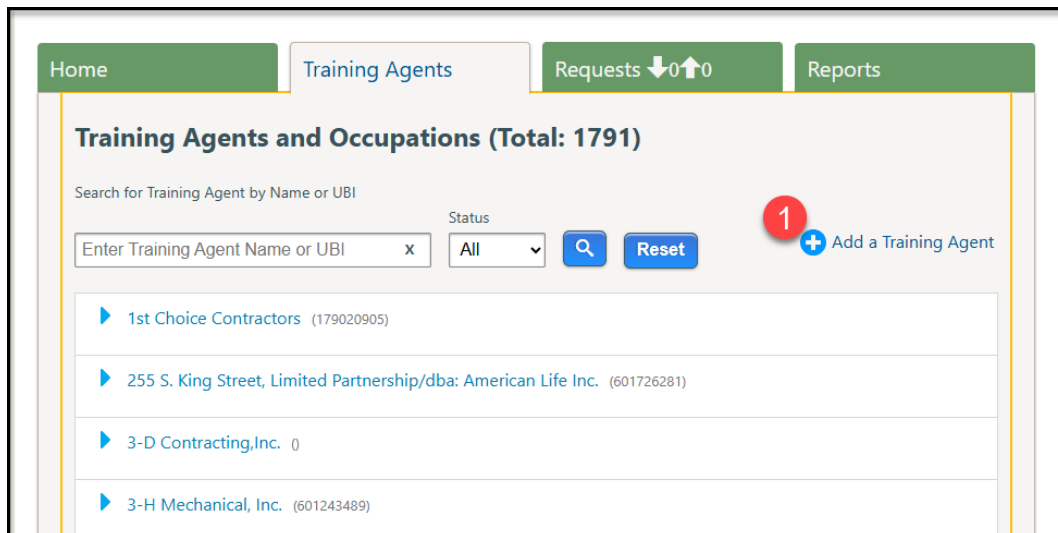
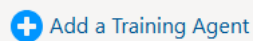
Under the Training Agents tab:

- New Training Agents (TA) can be added.
- Occupations under the TA can be activated or deactivated.

Note: If a new business is not in ARTS, a Training Agent Agreement form may need to be sent to the AC of record, where the Training Agent will be added to ARTS.

ACTIVATE A TRAINING AGENT

1. Select the Training Agents tab, then select



2. Enter the new UBI number of a Training agent and select



3. Select the location and then



Note: If there are multiple locations, select the location that you want to add.

4. Select the checkbox adjacent to each occupation to ☐ Activate the occupation. These are the occupations that will be associated with this Training Agent in ARTS. Enter the required Effective Date and select

Submit Training Agent

Activate Occupations

[Back to Training Agents](#)

INTER-PAC TRADE CORPORATION
9726 62ND AVE SE, OLYMPIA, WA,
985139204

Select the approved occupations for this Training Agent.

Occupation Name	Select
Acoustical Applicator- Test	☒ Activate
Applicator	☐ Activate
Applicator- Testing	☒ Activate
Boat Builder	☐ Activate
Boat Carpenter	☐ Activate
Cabinet Maker	☐ Activate
Carpenter	☐ Activate
Carpenter, Scaffold Erector	☐ Activate
Drywall Finisher (Taper)	☐ Activate
Insulation Applicator	☐ Activate
Justins Tie shop	☐ Activate
Lathing, Acoustical, Drywall Systems Installer	☐ Activate
Maintenance Carpenter	☐ Activate
Millwright	☐ Activate
Piledriver, Bridge, Dock & Wharf Builder	☐ Activate
Residential Carpenter	☐ Activate
Shipwright	☐ Activate
Test 2.2.23	☒ Activate

Effective Date **required**
08/01/2025

End Date

Notes:

500 of 500 characters remaining

Submit Training Agent Cancel

Submit Training Agent

After selecting **Submit Training Agent**, a message will be displayed. If the submission was successful, a “Success” message will be displayed. If something is missing, an “Error” message requesting the missing information will be displayed.

ACTIVATE AN OCCUPATION

1. To search for a Training Agent (TA), type in the TA's name or UBI and select



Home Training Agents Requests ↓0↑0 Reports

Training Agents and Occupations (Total: 1792)

Search for Training Agent by Name or UBI

Enter Training Agent Name or UBI x All [Search] [Reset] + Add a Training Agent

- ▶ 1st Choice Contractors (179020905)
- ▶ 255 S. King Street, Limited Partnership/dba: American Life Inc. (601726281)
- ▶ 3-D Contracting, Inc. ()
- ▶ 3-H Mechanical, Inc. (601243489)

Home Training Agents Requests ↓0↑0 Reports

Training Agents and Occupations (Total: 1)

Search for Training Agent by Name or UBI

603588707 x All [Search] [Reset] + Add a Training Agent

- ▶ A Sound Build Construction, LLC (603588707)

2. Select ▶ to expand the search result.

3. The TA detail window will expand to show the current active and deactivated occupations.

Select Edit to change the status of that specific occupation.

Note: Select Add Occupation to add a new occupation to the TA.

Home Training Agents Requests ↓0↑0 Reports

Training Agents and Occupations (Total: 1)

Search for Training Agent by Name or UBI

603588707 x All [Search] [Reset] + Add a Training Agent

▼ A Sound Build Construction, LLC (603588707)

Location: A Sound Build Construction, LLC
16821 Smokey Point Blvd. #824, ARLINGTON, WA, 98223

Boat Builder Effective: 5/13/2016 - N/A	● ACTIVE	Edit
Bridge Carpenter Effective: 5/13/2016 - 2/23/2017	✕ INACTIVE	Edit
Cabinet Maker Effective: 5/13/2016 - N/A	● ACTIVE	Edit

Occupation Name: Bridge Carpenter
Status: Inactive

Do you want to:

☒ Update the Status ☐ Update/Remove End Date

Effective Date: **required** End Date:

4

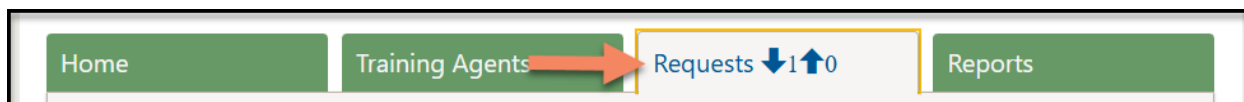
4. Select the button for Update the Status and enter the Effective Date of the update. Or, if Updating or Removing the End Date, select the button for Update/Remove End Date.

If Updating the End Date, enter the Effective Date and the End Date, then select

If Removing the End Date, enter the Effective Date then select

Note: You will receive a message that the status was changed successfully. If the date field is blank, an error will populate stating the date is needed.

REQUESTS



This page displays the transfer “Requests” for your program and your assigned Apprenticeship Consultant (AC).

Home Training Agents **Requests ↓1↑0** Reports

Incoming Transfer Requests

Status	Name	Requested On	Action
... Pending	Aliabadi,Derek (207820)	10/29/2025	View
✓ Approved	Adams,Jordan (203947)	10/29/2025	View
✗ Denied	Again.Test (210030)	10/29/2025	View

Outgoing Transfer Requests

Status	Name	Requested On	Action
✓ Approved	Adams,Jordan (203947)	10/29/2025	View

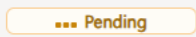
Apprenticeship Consultant Requests

Status	Name	Requested On	Request Type	Action
✓ Approved	Grants,New	8/12/2025	Apprentice Registration Request	Dismiss
✓ Approved	Sonsteng,Kenneth	11/19/2024	Apprentice Registration Request	Dismiss
✓ Approved	Stoneburner,William	9/24/2019	Apprentice Registration Request	Dismiss
✓ Approved	Lopeman,Nicholas	8/15/2019	Apprentice Registration Request	Dismiss
✓ Approved	Berkley,Justin	8/15/2019	Apprentice Registration Request	Dismiss

[Dismiss All](#)

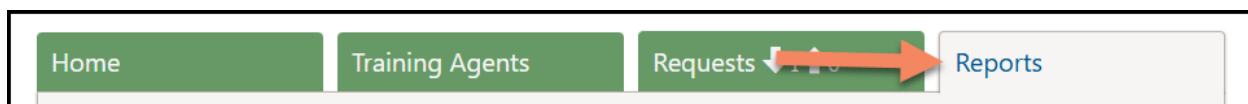
When you select Requests, you will be able to view all [Incoming](#) and [Outgoing Transfer](#) requests. By selecting  View, you can review the transfer request.

You will also be able to view requests that need to be reviewed by your AC. There are 3 statuses:

-  Approved means the request has been approved.
-  Pending means the request is still being considered.
-  Denied means the request was not approved.

If you select to  Dismiss or  Dismiss All, it will remove the requests from your screen only.

REPORTS



There are 9 reports located under the Reports tab. These reports can be downloaded as a PDF file or, in some cases, the user may choose either a PDF file or an Excel Spreadsheet.



Select  to expand each section.

COMPLIANCE REPORTS

Compliance Reports : Provides compliance reports based on a quarterly or yearly basis in a PDF file.

The screenshot shows the 'Reports' tab in the application. At the top, there are navigation tabs: 'Home', 'Training Agents', 'Requests' (with a dropdown arrow and '0' up/down arrows), and 'Reports'. Below these, a message says 'Download auto-generated reports in PDF or XLS formats'. Under the 'Compliance Reports' section, there is a heading 'Run this Report:' followed by two radio buttons: 'Quarterly' (selected) and 'Yearly'.

To run the report Quarterly:

This screenshot shows the detailed configuration for the 'Compliance Reports' section. It includes the following elements with numbered callouts:

- 1**: The 'Quarterly' radio button under 'Run this Report:'.
- 2**: The 'Quarters' section, which includes checkboxes for Q1, Q2, Q3, and Q4. Q3 and Q4 are checked.
- 3**: The 'Reports Section' list, which includes checkboxes for various report categories. All are checked: 'Select All:', 'Apprentice Status Summary', 'Apprentice Continuously Suspended 1+ Year', 'Registered Significantly Longer', 'Apprentices Less Than 50% RSI', 'RSI Apprentice Not Reported Timely', 'Training Agents', 'Late Registration', 'Committee Meeting Minutes', 'Journey Level Wage Rates', and 'Committee Members'.
- 4**: The 'Year' dropdown menu, currently set to '2024'.
- 5**: The 'Run Report' button at the bottom.

1. Select Quarterly.

2. Select the Quarters for the report. Quarterly Reports should only be run for a single quarter per report. If multiple quarters are run on the same report, the data will be inaccurate.

3. Select the Report Sections.

4. Select the Year.

5. Select after your selections have been made.

Note: The Quarterly report will be downloaded as a PDF file.

To run a yearly report:

Home Training Agents Requests ↓0↑1 Reports

Download auto-generated reports in PDF or XLS formats

▼ Compliance Reports

Run this Report:

☐ Quarterly ☒ Yearly

Report Format: required

☒ Excel Spreadsheet (.xlsx) ☐ Adobe Reader (.pdf)

Year:

2024

Run Report

1. Select Yearly.
2. Indicate your preferred Report Format by selecting one of the two options, Excel or PDF.
3. Select the Year. The Yearly Report should only be run after the year is complete or the results will be inaccurate.

4. Select  after your selections have been made.

APPRENTICE HOURS

Apprentice Hours: Report of all the updated apprentice hours for a particular time.

Home Training Agents Requests ↓0↑0 Reports

Download auto-generated reports in PDF or XLS formats

▶ Compliance Reports

▼ Apprentice Hours

Run this Report for:

☐ Reported Hours ☐ Unreported Hours ☐ Both

1. Select the Hours to run the report on.

2. Select the Report type.

3. Enter the date range. The Occupation and SubProgram are optional drop-down lists. If you don't select anything, all the Occupations and SubPrograms will be selected.

Note: Not all programs include SubPrograms.

4. Indicate your preferred Report Format by selecting one of the two options, Excel or PDF.

5. Select

Run Report

APPRENTICE STEPS

Apprentice Steps : Report of all the updated apprentice steps for a particular period.

1. Enter the required date range.

The Occupation is an optional drop-down list. If you don't select an option, all the Occupations will be selected.

Note: Not all programs include SubPrograms.

2. Select

Run Report

TRAINING AGENT LOOKUP

Training Agent Lookup : A report of all the TAs which were created for the selected period.

1. Enter the required date range. The Occupation is an optional drop-down list. If you don't select an Occupation, all the Occupations will be selected.

2. Select

Run Report

The screenshot shows the 'Reports' section of a web application. The 'Training Agent Lookup' report is selected. The interface includes a 'From Date' field (01/01/2025) and a 'To Date' field (06/30/2025), both with calendar icons. An 'Occupation' dropdown menu is set to 'All Occupations'. A 'Run Report' button is visible. Red circles with numbers 1 and 2 highlight the date fields and the 'Run Report' button, respectively.

SNAPSHOT REPORTS

Snapshot Reports : Snapshot report for a particular time period can be generated.

The screenshot shows the 'Reports' section of a web application. The 'Snapshot Reports' report is selected. The interface includes a 'From Date' field (01/01/2025) and a 'To Date' field (06/30/2025), both with calendar icons. There are also 'Apprentice Status' and 'Select a SubProgram' dropdown menus. A 'Run Report' button is visible. Red circles with numbers 1 and 2 highlight the date fields and the 'Run Report' button, respectively.

1. Enter the required date range. The Apprentice Status and SubProgram are optional drop-down lists. If you don't select an Apprentice Status or SubProgram, then all the Apprentice Statuses and SubPrograms will be selected.

Note: Not all programs include SubPrograms.

2. Select

Run Report

Note: The report will be downloaded as an Excel Spreadsheet.

REGISTRATION DOCUMENT

Registration Document: You can download either an apprentice's Registration ID card or Apprentice Agreement.

1. Select the required Document Type from the drop-down list.

? The Apprentice ID, Date range, Occupation and SubProgram are optional drop-down lists. If you don't select anything, all of the Apprentices, Occupations and Sub-Programs will be selected.

Note: Not all programs include SubPrograms.

2. Select .

For this example, we didn't specify an Apprentice ID, Date range, Occupation, or SubProgram. As a result, all apprentices will appear in alphabetical order. You may filter this list by Apprentice Name or Begin Date by selecting the . If you want to download all the agreements for all the apprentices currently shown on the page, select the checkbox in the

header, . Or, you may want to download an agreement for individual apprentices by selecting the checkbox that is adjacent to the Apprentice Name in the list.

3. Select .

Apprentice Name	Begin Date	
Aaenson, Brenda L (94159)	10/1/1991	☒
Aagaard, Dane G (79303)	6/10/1986	☒
Aalbers, David G (87377)	7/12/1989	☒
Aalgaard, Brian E (62124)	7/21/1978	☒
Aaron, Kamari (185392)	1/12/2016	☒
Aase, Bernard A (34981)	3/4/1967	☒
Aashiem, Austin L (202004)	12/5/2018	☒
Aashiem, Doug L (71818)	9/10/1981	☒
AASHIEM, STEVE J (78111)	10/10/1985	☒
Abadi, Linda L (155719)	11/2/2016	☒

Notes:

The agreements or cards will be downloaded as PDFs.

If you select multiple apprentice agreements or cards, each one will have its own page in the downloaded file.

PROGRAM ACTIVITY STATUS REPORT

Program Activity Status Report : Provides a status report of apprentices within a specified date range.

Program Activity Status Report

From Date: required 01/01/2025 To Date: required 06/30/2025 Apprentice Status: All Statuses Select a SubProgram: None Selected Run Report

Apprentice Status Change Activity Report

Journey Wage Report

1. Enter the required Date range. If you do not select an Apprentice Status or SubProgram, all of the Statuses and SubPrograms will be downloaded.

Note: Not all programs include SubPrograms.

2. Select

Run Report

Notes: The report will be downloaded as an Excel spreadsheet.

APPRENTICE STATUS CHANGE ACTIVITY REPORT

Apprentice Status Change Activity Report : Provides a breakdown of apprentices that have canceled, completed their program, completed their probation period or were suspended or unsuspended.

Apprentice Status Change Activity Report

From Date: required 01/01/2025 To Date: required 06/30/2025 Occupation: All Occupations Select a SubProgram: None Selected Run Report

Journey Wage Report

1. Enter the required Date range. If you do not select an Occupation or SubProgram, all of the Occupations and SubPrograms will be downloaded.

Note: Not all programs include SubPrograms.

2. Select

Run Report

Note: The report will be downloaded as a PDF.

JOURNEY WAGE REPORT

Journey Wage Report : Provides a report on when journey level wages were updated and to what amount. It will also display the updated Step 1 wages.

1. Enter the required date range.

2. Select

Run Report

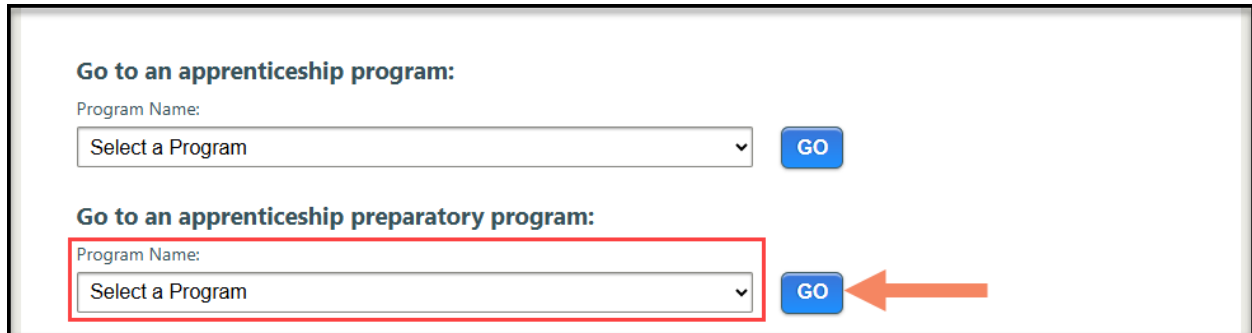
Journey Wage Report

From Date: required 01/01/2023 To Date: required 06/30/2025 Run Report

Note: The report will be downloaded as a PDF.

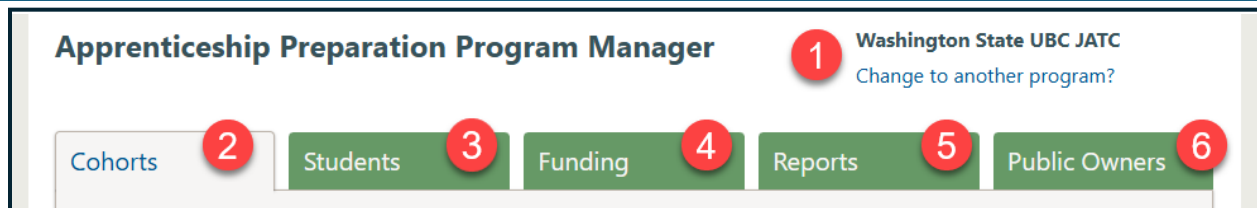
PREPARATORY PROGRAM

Registered apprenticeship programs may also have access to an apprenticeship preparation program. To access the apprenticeship preparation program, select the drop-down list under, *go to an apprenticeship preparatory program* and select .



Note: If you do not see the preparatory program drop-down list but believe you should, please contact your assigned Apprenticeship Consultant, L&I's Apprenticeship Program at 360-902-5320 or Apprentice@Lni.wa.gov.

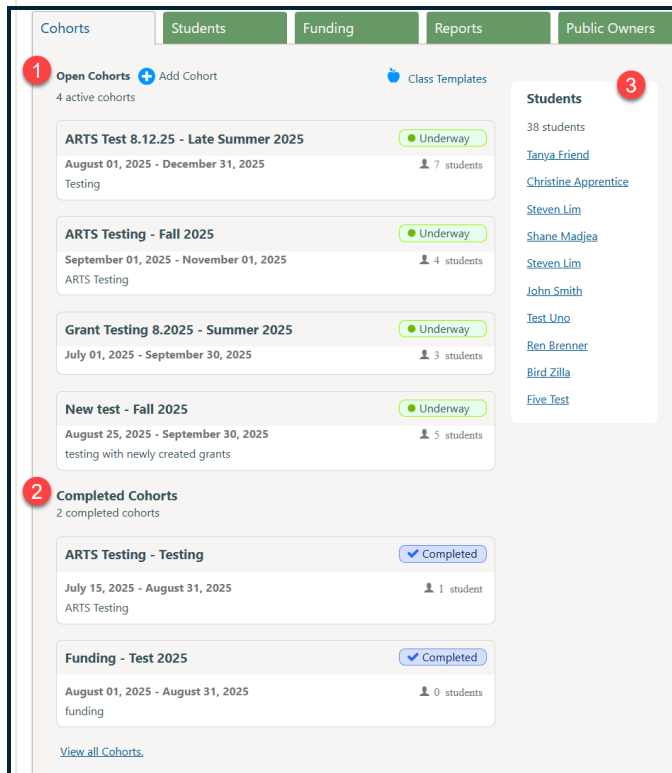
APPRENTICESHIP PREPARATION PROGRAM MANAGER OVERVIEW



1. Program name – Shows the name of the preparatory program. If you have permission to access more than one preparatory program, you will see a link below the preparatory program name, [Change to another program?](#). Clicking on the link will generate a drop-down list of additional preparatory programs where you may choose a different preparatory program.
2. [Cohorts](#) – Shows open and completed cohorts.
3. [Students](#) – Search for preparatory students.
4. [Funding](#) – View and add funding sources.
5. [Reports](#) – Run cohort, student and placement reports.
6. [Public Owners](#) – View and add public owners to have access to reports about the program.

COHORTS

Cohorts consist of several students who learn through the same curriculum over a specific period of time.

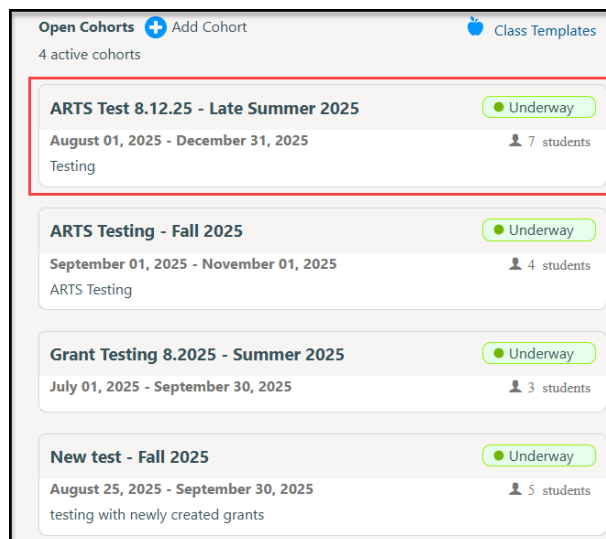


The Cohort tab consists of:

1. [Open Cohort](#) – View Open Cohorts or Add a Cohort.
2. [Completed Cohorts](#) – View Completed cohorts
3. [Students](#) – Quick links to most recent students.

OPEN COHORTS

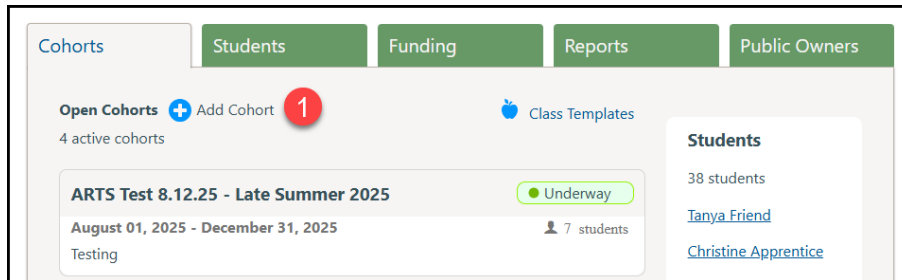
Under Open Cohorts, you can quickly see the active cohorts.



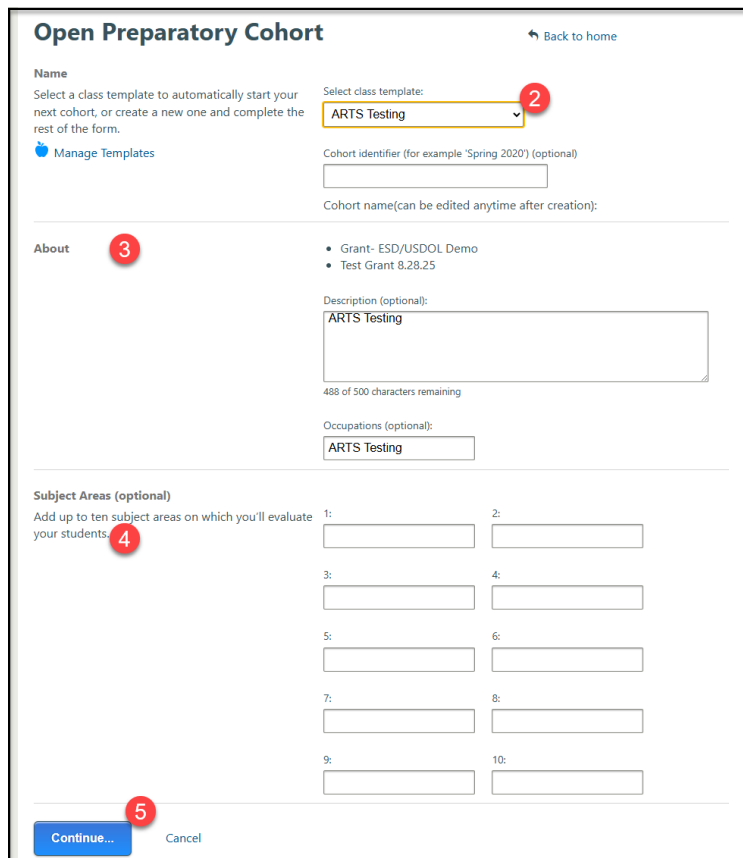
If you select one of the active cohorts you will see the Class Details page.

ADDING A COHORT

1. Select 



The screenshot shows the 'Cohorts' dashboard with tabs for Cohorts, Students, Funding, Reports, and Public Owners. The 'Cohorts' tab is active, showing 'Open Cohorts' with a '+ Add Cohort' button (circled in red with a '1'). Below this, it says '4 active cohorts'. One cohort is listed: 'ARTS Test 8.12.25 - Late Summer 2025' with a status of 'Underway' and '7 students'. A 'Students' sidebar on the right shows '38 students' and lists 'Tanya Friend' and 'Christine Apprentice'.



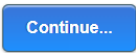
The screenshot shows the 'Open Preparatory Cohort' form. It has a 'Back to home' link at the top right. The form is divided into sections: 'Name', 'About', and 'Subject Areas (optional)'.
1. In the 'Name' section, the 'Select class template:' dropdown is set to 'ARTS Testing' (circled in red with a '2').
2. Below this, there are fields for 'Cohort identifier (for example 'Spring 2020') (optional)' and 'Cohort name(can be edited anytime after creation):'.
3. In the 'About' section, there is a list of bullet points: 'Grant- ESD/USDOL Demo' and 'Test Grant 8.28.25'. Below this is a 'Description (optional):' text area containing 'ARTS Testing' (circled in red with a '3').
4. Below the description is a '488 of 500 characters remaining' indicator. Then, there is an 'Occupations (optional):' text area containing 'ARTS Testing'.
5. In the 'Subject Areas (optional)' section, there is a prompt 'Add up to ten subject areas on which you'll evaluate your students.' (circled in red with a '4'). Below this are ten numbered input fields (1: through 10:).
6. At the bottom, there is a 'Continue...' button (circled in red with a '5') and a 'Cancel' link.

2. Select the class template from the drop-down list or select **Add new template**.

Note: If a new template is being created, you will need to follow steps 5-7 from Class Templates.

3. Enter the optional Description and/or Occupations field(s).

4. Enter the optional Subject Areas.

5. Select .

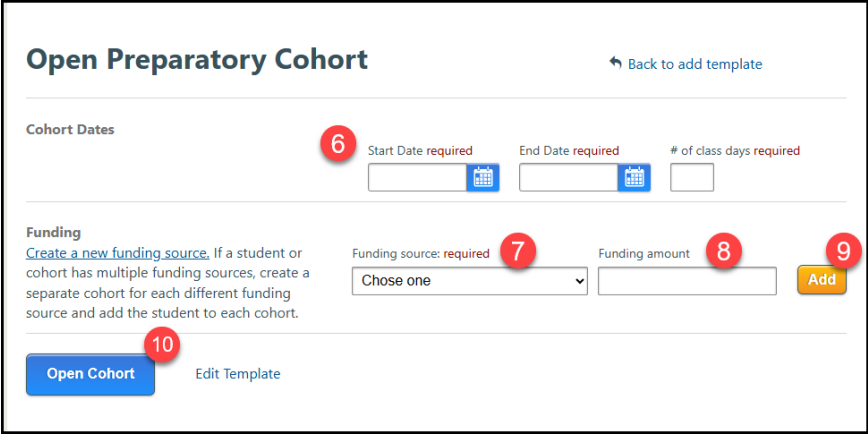
6. Enter Cohort Dates; Start Date, End Date and # of class days

7. Select a Funding source from drop-down list.

8. Enter Funding Amount.

9. Select .

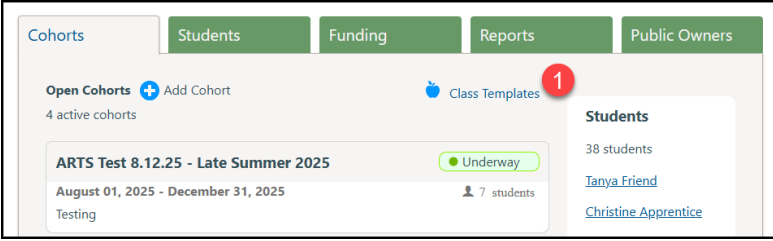
10. Select .



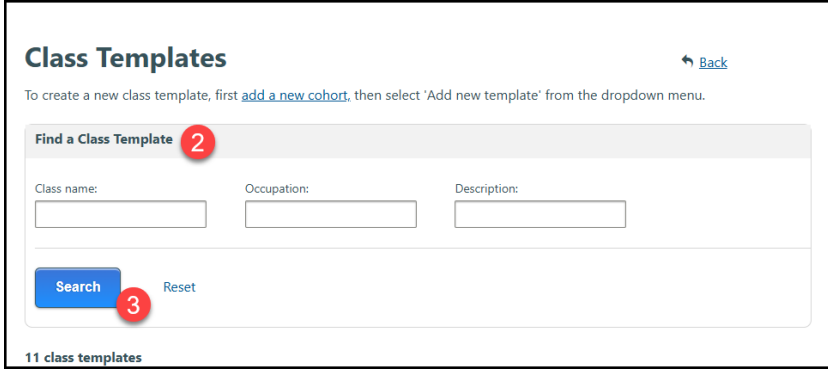
The 'Open Preparatory Cohort' form includes sections for Cohort Dates, Funding, and buttons for Open Cohort and Edit Template. Red circles with numbers 6 through 10 highlight the input fields and buttons for dates, funding source, funding amount, and the final action buttons.

CLASS TEMPLATES

1. Select Class Templates.



The navigation bar shows 'Cohorts', 'Students', 'Funding', 'Reports', and 'Public Owners'. The 'Class Templates' link is highlighted with a red circle and number 1.



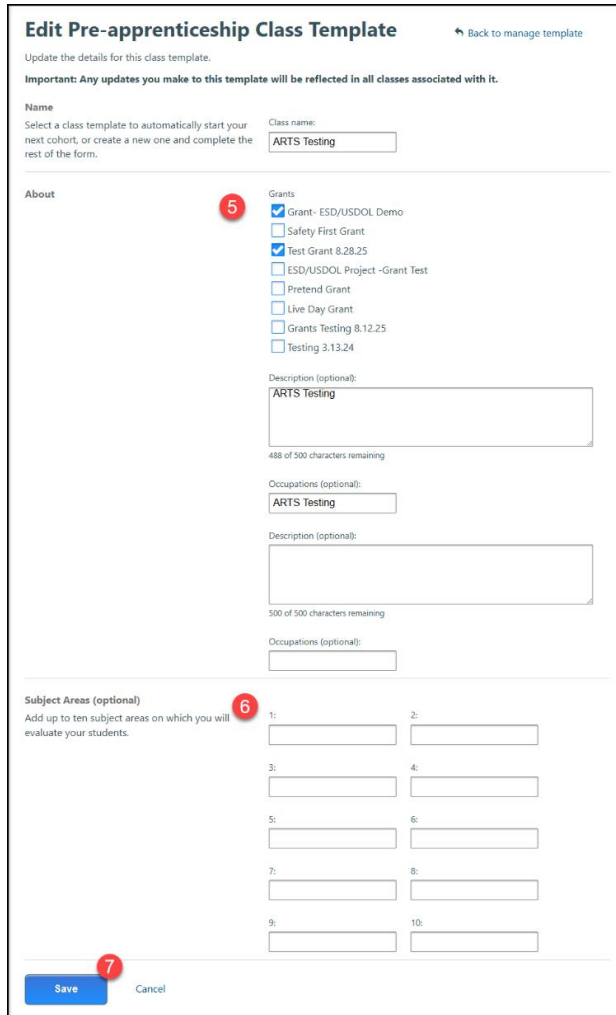
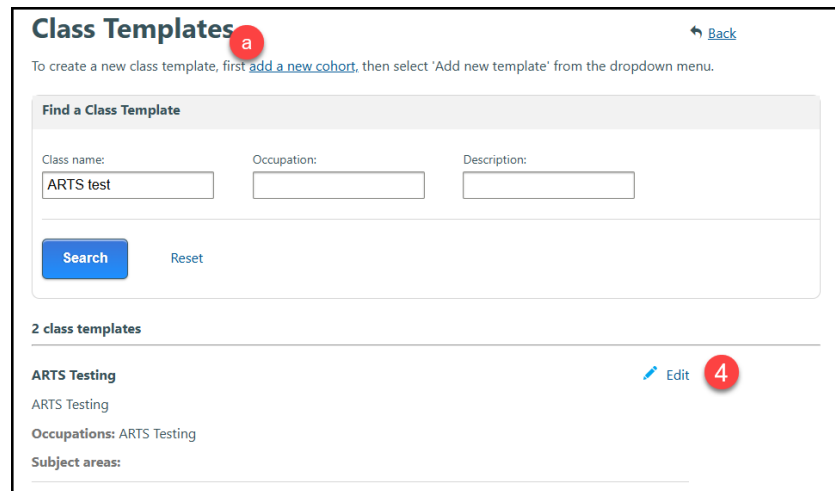
The 'Class Templates' search form has fields for Class name, Occupation, and Description. It includes a 'Find a Class Template' header, a 'Search' button (highlighted with a red circle and number 3), and a 'Reset' link. A 'Back' link is also present.

2. Enter the Class Name, Occupation, or Description to filter your search.

3. Select .

4. Select  Edit on the template.

a. You may also select [add a new cohort](#) to start a new template.



5. Select the checkbox adjacent to the list of Grants to associate the Grant with this cohort. Enter descriptive information in the optional fields.

6. Enter subject information in the optional fields.

7. When complete, select .

CLASS DETAILS

The Class Details page will provide further details regarding the open cohort including the funding information and students enrolled.

On this page, you will be able to:

1. [Edit](#) the cohort, [Evaluate](#) the students, or [Print](#) a copy of the screen.

2. [+ Add a Student](#) - Individually [add a student](#) to the cohort

3. [Bulk Add](#) - Register a group of students into the cohort.

Class Details [Back](#)

Late Summer 2025 [View all cohorts](#)

August 01, 2025 - December 31, 2025

Underway Testing

Occupations: perform system tests

Subject areas: coding, testing, the drops,

Funding Sources

WSDOT	\$10,000
Test ARTS	\$7,500

1 [Edit](#)
[Evaluate](#)
[Print](#)

2 [+ Add a Student](#) **3** [Bulk Add](#)

7 students in class

John Smith	ID#210065	Registered
Tanya Friend	ID#210071	Registered
Test Four	ID#210017	Registered
Test One	ID#210014	Registered
Test Three	ID#210016	Registered
Test Two	ID#210015	Registered
Test F Five	ID#210019	Registered

EDIT

If you select [Edit](#):

Class Details [Back](#)

1 Name:

Start Date: End Date: # of class days:

2 Funding source: \$ Funding amount:

WSDOT \$10,000.00 [Add](#)

Test ARTS \$7,500.00 [Add](#)

3 [Submit](#) [Cancel Edit](#) [Cancel Class](#)

[+ Add a Student](#) [Bulk Add](#)

7 students in class

1. Edit the class details such as the Class Name, Dates, and Class Days.

2. Add or remove funding sources. Select the Funding Source drop-down list and select a new funding source.

3. Select [Submit](#), [Cancel Edit](#) or [Cancel Class](#) to complete the edits to the Class.

To add a Funding source:

Class Details [Back](#)

Name:

Start Date: End Date: # of class days:

Funding source: Chose one \$ Funding amount:

1

- Chose one
- Test ARTS (Inactive)
- WSDOT (Active)
- KING COUNTY (Active)
- PORT OF SEATTLE (Active)
- Nikhil's Test (Active)
- DEPARTMENT OF ADULT AND JUVENILE DETENTION-JU (Active)
- Sample Business (Active)
- TAURUS ELECTRIC (Active)

[Add](#) [Bulk Add](#)

[Submit](#) [Cancel Edit](#) [Cancel Class](#)

John Smith ID#210065 [Registered](#)

1. Select the Funding source.

Class Details [Back](#)

Name:

Start Date: End Date: # of class days:

Funding source: Sample Business (Active) \$ Funding amount:

2

[Add](#)

WSDOT \$10,000.00 [X](#)

Test ARTS \$7,500.00 [X](#)

[Submit](#) [Cancel Edit](#) [Cancel Class](#)

2. Enter the funding amount and select [Add](#).

To remove a Funding source:

If you need to remove a funding source, select the [X](#) to remove it.

Class Details [Back](#)

Name:

Start Date: End Date: # of class days:

Funding source: Chose one \$ Funding amount:

[Add](#)

WSDOT \$10,000.00 [X](#)

Test ARTS \$7,500.00 [X](#)

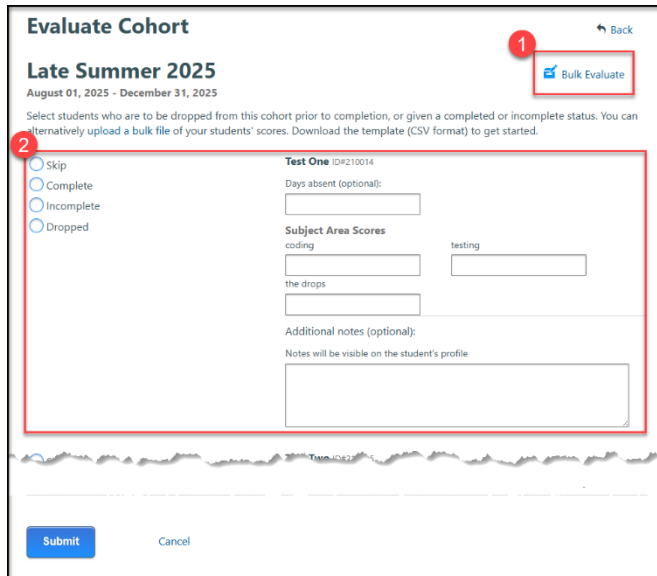
Sample Business (Active) \$5,000.00 [X](#)

[Submit](#) [Cancel Edit](#) [Cancel Class](#)

Once you have completed your edits, select [Submit](#) to save your edits.

EVALUATE

By selecting  **Evaluate**, you can choose to evaluate the students individually or you can use the  **Bulk Evaluate**.



The screenshot shows the 'Evaluate Cohort' interface for the 'Late Summer 2025' cohort, covering the period from August 01, 2025, to December 31, 2025. It includes a 'Back' button, a 'Bulk Evaluate' button (highlighted with a red circle and number 1), and a list of evaluation options: Skip, Complete, Incomplete, and Dropped (highlighted with a red circle and number 2). The form also contains fields for 'Test One' ID, 'Days absent', 'Subject Area Scores' (coding, testing, the drops), and 'Additional notes'.

1. Bulk evaluate all the students in the cohort by entering the student's grades in the different subjects.

NOTE: You will still need to mark if the student skipped, completed, did not complete, or dropped out of the cohort.

2. Individually evaluate the students.

BULK EVALUATE

1. Select  **Bulk Evaluate**.



This screenshot shows the top portion of the 'Evaluate Cohort' form for 'Late Summer 2025'. It highlights the 'Bulk Evaluate' button with a red circle and number 1, indicating the next step in the process.

Late Summer 2025

August 01, 2025 - December 31, 2025

[Back](#)

[Manually Evaluate](#)

Upload New Bulk File

Step 1: Download Template (.csv file)

[Download template](#) **2**

Step 2: Upload and Submit

Browse for the file to upload:

Note: Please make sure the file you are uploading is in .csv format

3 [Upload](#)
(5MB maximum per file)

templateFile (2).csv **4**

[Submit](#)

2. Select [Download template](#) and a .CSV file will be downloaded to your computer for you to complete. Typically, a .CSV file will be opened by Excel.

Note: Please do NOT modify any cells in the first row of the workbook or the Upload process will fail!

3. Once you have entered all the information on the .CSV file and saved the file, select [Upload](#) (5MB maximum per file). Navigate to the saved .CSV file. Click on it to select it.

4. Select [Submit](#).

5. Verify the Days Absent, Subject Area Scores, and Notes. Automatically Complete will be selected. If needed, you can change this.

6. When complete, select [Submit](#).

Update Student

[Back](#)

Late Summer 2025

August 01, 2025 - December 31, 2025

[Bulk Evaluate](#)

Select students who are to be dropped from this cohort prior to completion, or given a completed or incomplete status. You can alternatively upload a bulk file of your students' scores. Download the template (CSV format) to get started.

☐ Skip **5** ☒ Complete ☐ Incomplete ☐ Dropped

Test One ID#210014

Days absent (optional):

Subject Area Scores

coding testing

the drops

Additional notes (optional):

Notes will be visible on the student's profile

☐ Skip ☒ Complete ☐ Incomplete ☐ Dropped

Test Two ID#210015

Days absent (optional):

Subject Area Scores

coding testing

the drops

Additional notes (optional):

Notes will be visible on the student's profile

6 [Submit](#) [Cancel](#)

PRINT

By selecting  [Print](#), a copy of the Class Details screen will display to be printed or saved as a PDF to your computer.

Class Details

[Back](#)

Testing [View all cohorts](#)
July 15, 2025 - August 31, 2025
✓ Completed ARTS Testing
Occupations: ARTS Testing
Subject areas: N/A
Funding Sources
Test ARTS \$2,500

[Edit](#)
[Evaluate](#)
 [Print](#)

ADD A STUDENT

To add a student to a cohort:

Open Cohorts [Add Cohort](#) [Class Templates](#)

4 active cohorts

1

ARTS Test 8.12.25 - Late Summer 2025 ● Underway
August 01, 2025 - December 31, 2025 7 students
Testing

ARTS Testing - Fall 2025 ● Underway
September 01, 2025 - November 01, 2025 4 students
ARTS Testing

1. Select the Cohort.

2. Select  Add a Student .

 Add a Student 		
7 students in class		
John Smith	ID#210065	Registered ✓
Tanya Friend	ID#210071	Registered ✓
Test Four	ID#210017	Registered ✓
Test One	ID#210014	Registered ✓
Test Three	ID#210016	Registered ✓
Test Two	ID#210015	Registered ✓
Test F Five	ID#210019	Registered ✓

Register Student

Register a student into Late Summer 2025

[Back](#)

Social security number: required 

Birth Date: required 



[Verify](#) 

Are you sure this information is correct?

[Yes](#)  [No](#)

3. Enter the Student's Social Security Number.

4. Verify that the information is correct by selecting .

5. Enter the student's Birth Date.

6. When complete, select .

7. Enter the Student's information.
8. Enter the Student's Demographic information.
9. Select the checkbox adjacent to all Grant(s) that are associated with this Student.
10. When complete, select

[Review...](#)

Register Student

[Back](#)

Register a student into Late Summer 2025

Student Information 7

First Name **required** Initial Last Name **required**

Contact Information

Address: **required**

Address (line two):

City: **required** State: **required** Zip code: **required**

Phone Email

Demographic Information 8

L&I collects this information to meet and report federal requirements of apprenticeship programs in Washington State.

Gender **required**

☐ Male ☐ Female ☐ X

Race/Ethnicity **required**

☐ Not Specified

☐ Asian

☐ Black or African American

☐ Hispanic

☐ American Indian or Alaska Native

☐ White

☐ Native Hawaiian or Pacific Islander

Ethnic Group **required**

☐ Hispanic or Latino Origin ☐ Not Hispanic or Latino Origin ☐ Not Specified

Disability Disclosure **required**

☐ Disabled

☐ Not Disabled

☐ Not Specified

Available Grants: 9

☐ Pretend Grant

[Review...](#) 10

Confirm New Student

Review the information to be submitted and correct any errors you find before submitting.

Identification:	Test Test SSN: Cohort ID: 1141
Contact:	Address: 111 Lacey WA 98501 Phone: 360-111-1111 Email: test@test.com
Demographic:	Age: 2012-09-01 Gender: Female Race and ethnicity: Hispanic,Hispanic or Latino Origin Disability: Not Disabled Grants: Pretend Grant

11 Register Student
Edit

11. Review the information and select

Register Student

BULK ADD

To register several students to a Cohort:

Open Cohorts
Add Cohort
Class Templates

4 active cohorts

1
ARTS Test 8.12.25 - Late Summer 2025
Underway
August 01, 2025 - December 31, 2025
7 students
Testing

ARTS Testing - Fall 2025
Underway
September 01, 2025 - November 01, 2025
4 students
ARTS Testing

1. Select the Cohort.

2. Select Bulk Add

Add a Student
Bulk Add
2

7 students in class

John Smith	ID#210065	Registered✓
Tanya Friend	ID#210071	Registered✓

Add Students to Cohort

[Back to view class details](#)

Upload New Bulk File

Step 1: Download Template (.csv file)

[Download template](#) **3**

Step 2: Upload and Submit

Browse for the file to upload:

Note: Please make sure the file you are uploading is in .csv format

4 [Upload](#)
(SMB maximum per file)

5 [Submit](#)

3. Select [Download template](#). The template file will be downloaded as a .CSV file. A .CSV file will typically be opened by Excel. Enter the required details to register the pre-apprentice including the Grant information and save the file.

Note: Please do NOT modify any cells in the first row of the workbook or the Upload process will fail!

4. Select [Upload](#) (SMB maximum per file) to browse to the saved .CSV file. Click on the file name to select it.

5. Select [Submit](#).

6. Review the information and select [Submit](#).

Review Upload Results and Submit

[Back](#)

Check the results of upload and edit if needed, then submit to complete registration

Show: 10 rows

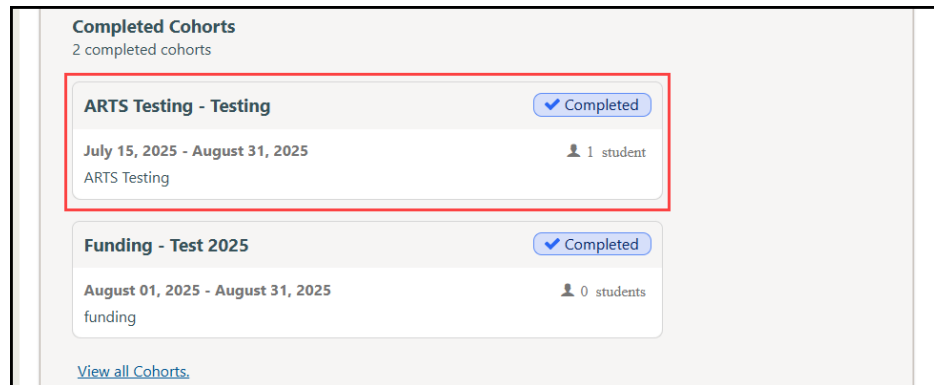
One App, Male born Thu Oct 01 2009 White , Not Hispanic Not Disabled, Grants:AP123456789A 111, Olympia , WA, 98513 ✉ one@test.com ☎ 3601111111	Remove Edit
--	---

6 [Submit](#) [Cancel](#)

Note: By selecting [Edit](#), you can edit the Student information. If you select [Remove](#), you can remove the Student from the cohort.

COMPLETED COHORTS

Completed Cohorts lists the recently completed cohorts.



If you select a Completed Cohort you may:

- [Edit](#) the Cohort.
- [Evaluate](#) the Students in the Cohort.
- [Print](#) the Cohort screen.
- [Add a Student](#) individually or [Bulk Add](#) students.



VIEW ALL COHORTS

If [View all Cohorts](#) is selected you will be able to view all active, canceled, and completed cohorts.

Completed Cohorts
2 completed cohorts

ARTS Testing - Testing ✓ Completed
July 15, 2025 - August 31, 2025 1 student
ARTS Testing

Funding - Test 2025 ✓ Completed
August 01, 2025 - August 31, 2025 0 students
funding

[View all Cohorts](#)

To Find a Cohort:

Enter the Class name, select a Status, or select a Start and End date and select

Search

Note: To view the [Class Details](#) screen, select one of the Cohorts from this list.

All Cohorts Back

Find a Cohort

Cohort

Class name: Status: All statuses Start date: End date:

Search Reset

ARTS Test 8.12.25 - Late Summer 2025 ● Underway
August 01, 2025 - December 31, 2025 8 students
Testing

ARTS Testing - Fall 2025 ● Underway
September 01, 2025 - November 01, 2025 4 students
ARTS Testing

ARTS Testing - ● Cancelled
August 01, 2025 - September 30, 2025 0 students
ARTS Testing

ARTS Testing - Testing ✓ Completed
July 15, 2025 - August 31, 2025 1 student
ARTS Testing

STUDENTS

To quickly access a more recently registered student's profile, you may click on the student's name under Students section located on the right side.

Apprenticeship Preparation Program Manager

Aerospace Joint Apprenticeship Committee
Change to another program?

Cohorts | **Students** | Funding | Reports | Public Owners

Open Cohorts + Add Cohort
1 active cohort

Test Class Name - Late summer 2025 Underway
July 15, 2025 - October 31, 2025
Test Class Name 9 students

Completed Cohorts
2 completed cohorts

Students
17 students
EE Four
EE One
EE Three
EE Two

The Student Profile will display.

You can **Edit** the Student's personal profile information or **Print** this screen.

Student Profile [Back](#)

ID#206253
EE Four
360-444-4444 444, Lacey, WA, 98503
Race and Ethnicity: Hispanic, Hispanic or Latino Origin
Gender: X
Disability: Disabled

Cohorts

☒ Registered Aerospace Joint Apprenticeship Committee
Test Class Name Late summer 2025
July 15, 2025 - October 31, 2025
Funded by: WSDOT
Grants: AP335301960A53 Federal [Edit](#)

[Edit](#) [Print](#)

Update Student [Back](#)

Test Class Name Late summer 2025

☐ Skip
☐ Complete
☐ Incomplete
☐ Dropped

EE Four (ID#206253)
Days absent (optional):
Subject Area Scores
mechanics planning
structure
Additional notes (optional):
Notes will be visible on the student's profile

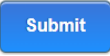
[Submit](#) [Cancel](#)

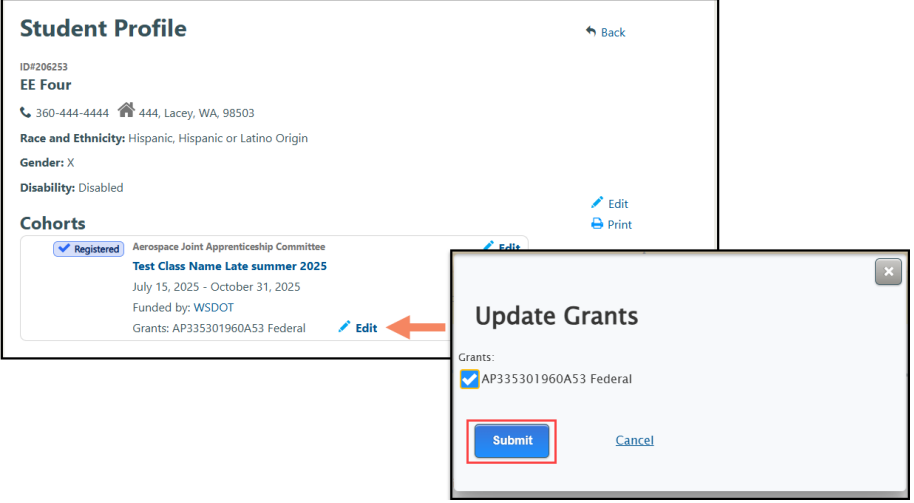
If you select **Edit** under the Student's Cohort, you can update the Student's progress in the Cohort and select

Submit

to save the changes.

You may also edit the Grant the Student is associated with by selecting  **Edit**, adjacent to the Grants line. A pop up list will be displayed where you can deselect or select the Grants to associate with this student.

Click  to complete the updating of the grants.

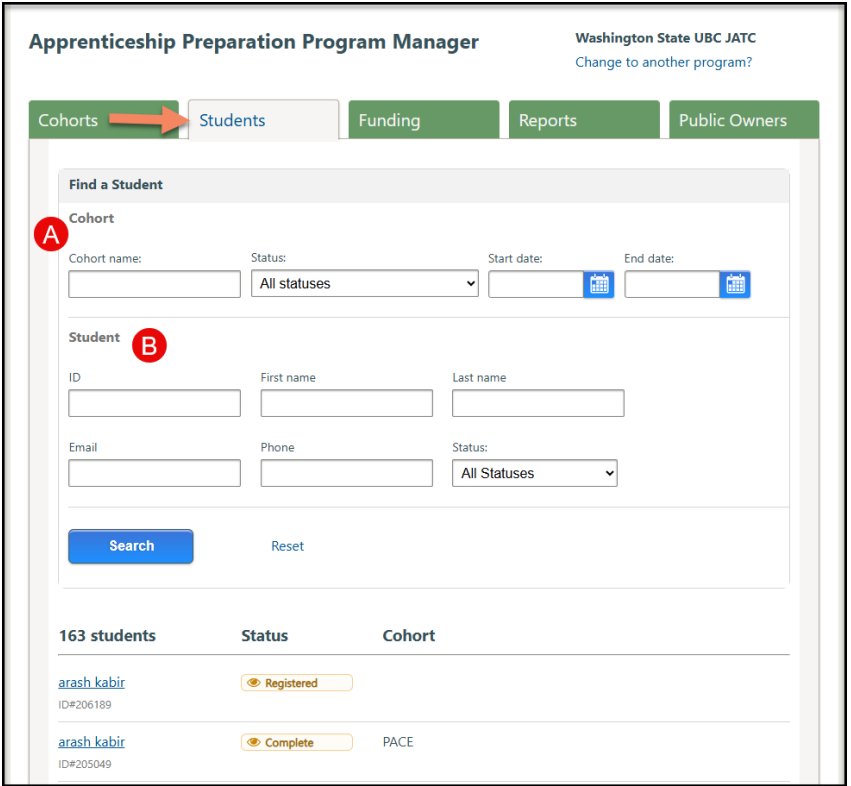


The image shows a 'Student Profile' form and an 'Update Grants' modal. The 'Student Profile' form includes fields for ID, Name, Contact Info, Race and Ethnicity, Gender, Disability, and Cohorts. The 'Cohorts' section shows a list of cohorts with an 'Edit' button. The 'Update Grants' modal is open, showing a list of grants with a 'Submit' button highlighted by a red box.

STUDENTS

Under the Students tab, you can find a Student by:

- Cohort information
- Student information



The image shows the 'Apprenticeship Preparation Program Manager' interface. The 'Students' tab is selected, and the 'Find a Student' form is displayed. The form has two sections: 'Cohort' (labeled A) and 'Student' (labeled B). The 'Cohort' section includes fields for Cohort name, Status, Start date, and End date. The 'Student' section includes fields for ID, First name, Last name, Email, Phone, and Status. A 'Search' button is located below the form. Below the form, a table shows a list of students with columns for ID, Status, and Cohort.

ID	Status	Cohort
arash kabir ID#206189	Registered	
arash kabir ID#205049	Complete	PACE

FIND A STUDENT – COHORT

6 students	Status	Cohort
Dre.Ftu ID#206201	Drop	C01
Front.Man ID#206203	Registered	C01
Mon.Day ID#206205	Registered	C01
test.user	Registered	C01

1. Enter the Cohort name.

2. Select

Search

All students registered in that cohort will be displayed. If you select one of the students, you will be able to [edit](#) the student's information.

Note: If you need to further narrow down the search results, you can specify the status of Cohort and the specific Date range of the Cohort.

FIND A STUDENT – STUDENT

To search for a specific student, you can search by:

- A) ID
- B) First name
- C) Last name
- D) Email
- E) Phone
- F) Status

For example, below we are searching for a student based on their ID.

1. Enter the student's ID number.

The screenshot shows the 'Apprenticeship Preparation Program Manager' interface for 'Washington State UBC JATC'. It has tabs for 'Cohorts', 'Students', 'Funding', 'Reports', and 'Public Owners'. The 'Students' tab is active. Under 'Find a Student', there are sections for 'Cohort' and 'Student'. The 'Student' section has fields for ID, First name, Last name, Email, Phone, and Status. The ID field contains '205065'. A red box highlights the ID, First name, Last name, Email, Phone, and Status fields. Below these fields are 'Search' and 'Reset' buttons. A red circle with the number '2' is next to the 'Search' button. Below the search form, a table shows '1 students' with columns 'Status' and 'Cohort'. The student listed is 'Mitchell Aberscrombie' with ID#205065, status 'Registered', and cohort 'summer 2020'.

2. Select

Search

A list of students who match the search criteria will be displayed below the

Search

button

If you select a student, you will be able to [edit](#) their information.

Notes:

1. The search function is based on a “contains” search. This means if you are unsure of the spelling of a student's last name you may enter the first few letters and all students whose last name match those letters will be displayed below.

2. You may also search using multiple fields such as Last name and Status.

FUNDING

Find a Funding Source

Funding Source

Name: Status: All statuses

Funding Sources
Funding sources help us understand and identify the return on investment of all preparatory programs throughout our state.
7 active funding sources

Name	UBI
WSDOT	601072110
KING COUNTY	604578383
PORT OF SEATTLE	178003644
Nikhi's Test	123456789
DEPARTMENT OF ADULT AND JUVENILE DETENTION-JJ	604578383
Samele Business	123456789
TAURUS ELECTRIC	601379444

Deactivated Funding Sources
These sources have been removed from active lists and dropdowns. They're still associated with the cohorts and students they have funded in the past and can be reactivated at any time.
Showing 1 deactivated source

Funding sources in apprenticeship programs refer to the various financial resources that may be utilized to support the creation, expansion, or operation of preparatory programs. The sources can include federal grants, state grants, private donations, employer contributions, and other forms of financial support.

Under the Funding tab, you can:

1. [Find a Funding Source](#)
2. [Add Funding Sources](#)
3. [Deactivate Funding sources](#)

FIND A FUNDING SOURCE

Funding sources are added by the program itself, not Labor and Industries. If the funding source is not found, it may be added. Please refer to [Add Funding Sources](#).

1. Enter the Name of the funding source.
2. The **Status** box will default to **All Statuses**. To narrow down the search results, select a specific Status from the drop-down list.

3. Select .

Apprenticeship Preparation Program Manager Washington State UBC JATC
Change to another program?

Find a Funding Source

Funding Source

Name: Status: All statuses

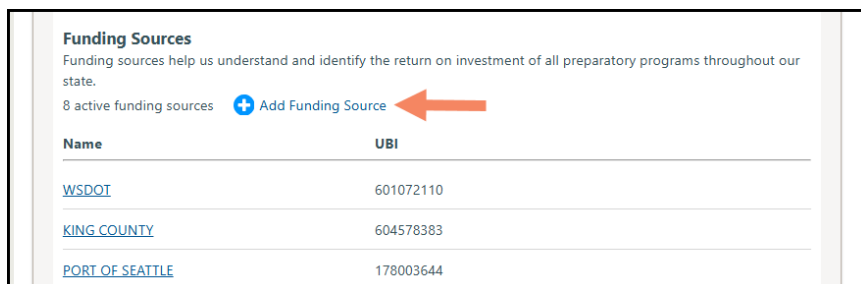
Funding Sources
Funding sources help us understand and identify the return on investment of all preparatory programs throughout our state.
1 active funding sources

Name	UBI
KING COUNTY	604578383

Deactivated Funding Sources
These sources have been removed from active lists and dropdowns. They're still associated with the cohorts and students they have funded in the past and can be reactivated at any time.
Showing 0 deactivated source

ADD FUNDING SOURCES

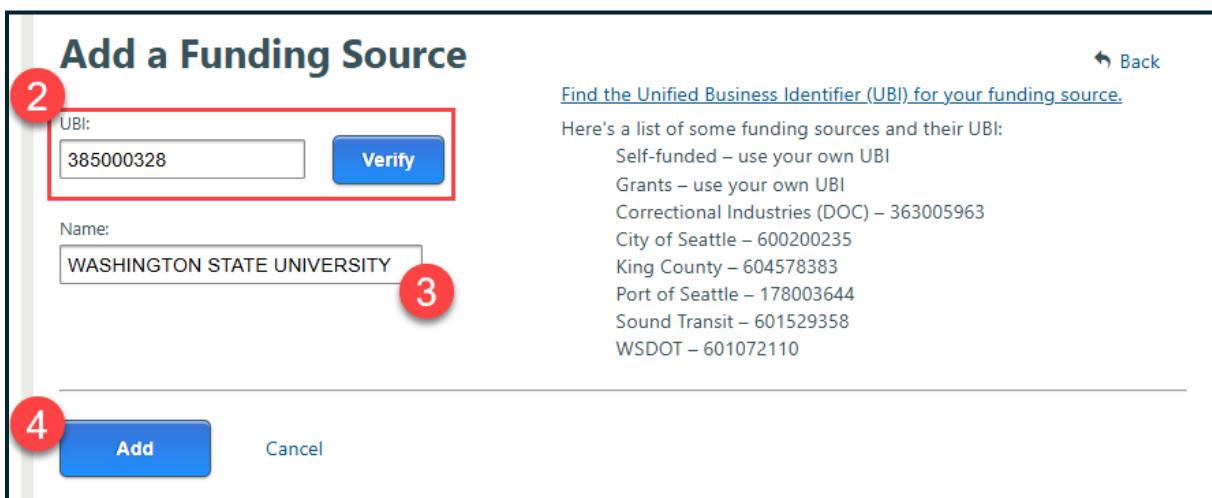
To verify if a funding source is listed, please see [Find a Funding Source](#). If the funding source is not listed, use the process below to add it.



Funding Sources
Funding sources help us understand and identify the return on investment of all preparatory programs throughout our state.
8 active funding sources [+ Add Funding Source](#)

Name	UBI
WSDOT	601072110
KING COUNTY	604578383
PORT OF SEATTLE	178003644

1. Select [+ Add Funding Source](#).



Add a Funding Source [Back](#)

[Find the Unified Business Identifier \(UBI\) for your funding source.](#)
Here's a list of some funding sources and their UBI:
Self-funded – use your own UBI
Grants – use your own UBI
Correctional Industries (DOC) – 363005963
City of Seattle – 600200235
King County – 604578383
Port of Seattle – 178003644
Sound Transit – 601529358
WSDOT – 601072110

2. UBI: [Verify](#)

Name: 3

4. [Add](#) [Cancel](#)

2. Enter the UBI (no dashes) of the funding source and select [Verify](#). If you are unsure about the UBI, select [Find the Unified Business Identifier \(UBI\) for your funding source](#). You will be sent to the Department of Revenue's website where you can use the Business Lookup tool and search by name, street address, county, etc.

3. If the funding source has an active UBI, the name of the source will be displayed. If the Name field doesn't automatically display with the name, you may enter the funding source name. You can also edit the Name field if needed.

4. When complete, select [Add](#).

DEACTIVATE FUNDING SOURCES

Deactivating a funding source means that funding from that federal grant, state grant, private donations, employer contributions, etc., is no longer available to the preparatory program.

To deactivate a funding source:

1. Select the funding source.

Funding Sources
Funding sources help us understand and identify the return on investment of all preparatory programs throughout our state.
8 active funding sources [+ Add Funding Source](#)

Name	UBI
WSDOT	601072110
KING COUNTY	604578383
PORT OF SEATTLE	178003644
Nikhil's Test	123456789
DEPARTMENT OF ADULT AND JUVENILE DETENTION-JU	604578383
Sample Business	123456789
TAURUS ELECTRIC	601379444
test	666666667

Deactivated Funding Sources
These sources have been removed from active lists and dropdowns. They're still associated with the cohorts and students they have funded in the past and can be reactivated at any time.

Funding Source
UBI#666666667
test
Sponsored Students
Cohorts: 0

[Back](#)
[Edit](#)
[Deactivate](#)

Deactivate Funding Source
Deactivating this funding source will remove it from lists and dropdown menus. It will still be associated with cohorts and students that were sponsored by this source.
[Deactivate](#) [Cancel](#)

2. Select [Deactivate](#).

3. Review the message and if appropriate, select

[Deactivate](#)

Note: By selecting [Edit](#), you can edit the Funding Name and UBI.

REPORTS

Under the Reports tab, there are quick links to other sections and reports. They are:

1. **Active Cohorts & Inactive Cohorts** - Link to all [View all Cohorts](#).
2. **Class Templates** - Links to [Class Templates](#).
3. **Active Students & Inactive Students** - Links to [Students search](#).
4. **Funding Sources** - Link to [Funding](#).
5. **Placement Report & Training Report** - Downloads reports as Excel files.

Apprenticeship Preparation Program Manager
Aerospace Joint Apprenticeship Committee
Change to another program?

Tabs: Cohorts | Students | Funding | **Reports** | Public Owners

Report Cards:

- Active Cohorts:** 0 (1)
 - ★ OPEN: 0
 - UNDERWAY: 0
- Inactive Cohorts:** 1 (2)
 - ✓ COMPLETED: 1
 - ✗ CANCELLED: 0
- Class Templates:** 8
- Active Students:** 1 (3)
 - ★ Registered: 0
 - IN CLASS: 1
- Inactive Students:** 83
 - 17 students in completed cohorts
 - 9 students dropped from cohorts
- Funding Sources:** 12 (4)
 - ACTIVE: 11
 - ✗ DEACTIVATED: 1
 - \$1554667.6 raised

Download auto-generated reports in PDF or XLS formats

5 [Placement Report](#)
[Training Report](#)

PLACEMENT REPORT & TRAINING REPORT

1. Select to expand the report section.

2. Select .

An Excel file will be downloaded to your computer.

Report Cards:

- Active Students:** 20
 - ★ Registered: 0
 - IN CLASS: 20
- Inactive Students:** 24
 - 7 students in completed cohorts
 - 2 students dropped from cohorts
- Funding Sources:** 6
 - ACTIVE: 5
 - ✗ DEACTIVATED: 1
 - \$258060 raised

Download auto-generated reports in PDF or XLS formats

☒ [Placement Report](#)
Cohort: **Run Report** (2)
[Training Report](#)

Note: If you select the Cohort drop-down list, you can narrow down the report to just one Cohort.

PUBLIC OWNERS

Public owners are businesses that can view reports about your preparatory program and view the students' statistics. The Public Owners tab is where you can select:

1. [Find a Public Owner.](#)
2. [Add Public Owner.](#)
3. [Edit Public Owners.](#)

The screenshot shows the 'Apprenticeship Preparation Program Manager' interface. At the top right, it says 'Aerospace Joint Apprenticeship Committee' and 'Change to another program?'. Below this are tabs for 'Cohorts', 'Students', 'Funding', 'Reports', and 'Public Owners'. An orange arrow points to the 'Public Owners' tab. Below the tabs is a section titled 'Find a Public Owner' with a red circle '1' next to it. This section contains two input fields: 'Name:' and 'Washington UBI#:', each with a text box. Below these fields are 'Search' and 'Reset' buttons. Below this is a section titled 'Enabled Public Owners' with a description: 'The following public owners have access to reports about your program. They can see details and statistics related to your students and cohorts.' Below this is a list of 6 public owners, each with a name, UBI number, and an 'Edit' button. A red circle '2' is next to the 'Add Public Owner' link, and a red circle '3' is next to the 'Edit' button for 'AIRWAY HEIGHTS CORRECTIONS CENTER'.

Public Owner	Washington UBI#	Action
AIRWAY HEIGHTS CORRECTIONS CENTER	UBI #363005963	Edit
City of Seattle	UBI #178048953	Edit
King County General Services	UBI #578037394	Edit
PORT OF TACOMA	UBI #278002558	Edit
SOUND TRANSIT	UBI #601529358	Edit
Washington State Department of Transportation	UBI #602985313	Edit

FIND A PUBLIC OWNER

The screenshot shows the 'Find a Public Owner' form. It has two input fields: 'Name:' and 'Washington UBI#:', each with a text box. Below these fields are 'Search' and 'Reset' buttons. A red circle '1' is next to the input fields, and a red circle '2' is next to the 'Search' button.

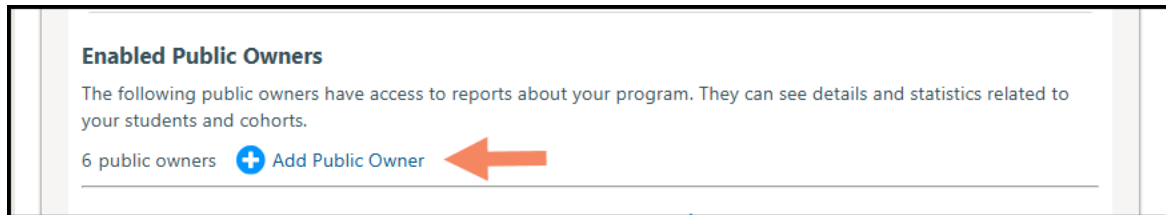
1. Enter either the Public Owner's name or UBI #.

2. Select

Search

ADD PUBLIC OWNER

1. Select  Add Public Owner .



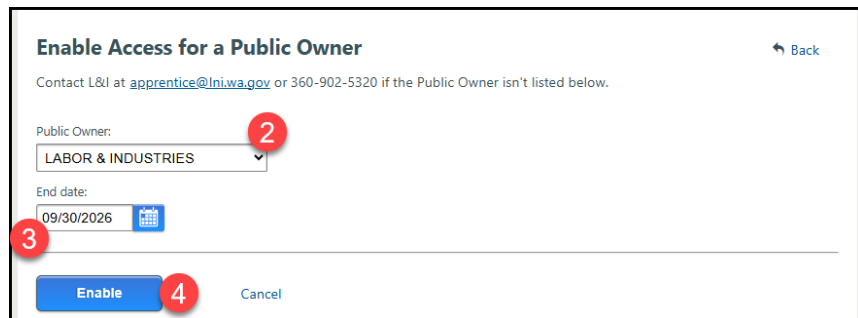
Enabled Public Owners

The following public owners have access to reports about your program. They can see details and statistics related to your students and cohorts.

6 public owners  Add Public Owner 

2. Select the Public Owner from the drop-down list.
3. Enter the End date, if there is a specific date when the Public Owner's access will terminate.

4. Select  .

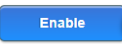


Enable Access for a Public Owner 

Contact L&I at apprentice@lni.wa.gov or 360-902-5320 if the Public Owner isn't listed below.

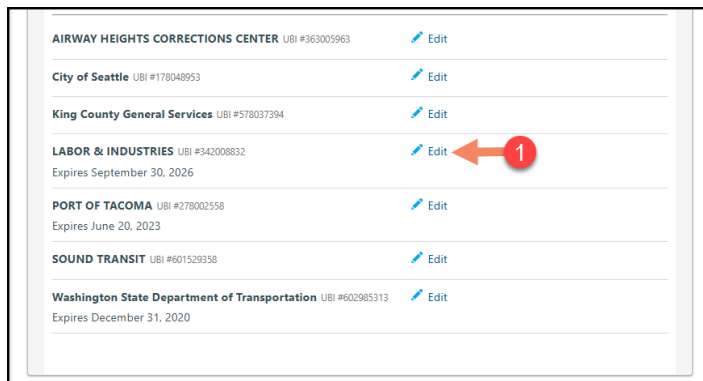
Public Owner:  LABOR & INDUSTRIES

End date:  09/30/2026 

  Cancel

Note: If the Public Owner is not available on the drop-down list, please contact L&I's Apprenticeship Program at 360-902-5320 or Apprentice@Lni.wa.gov.

EDIT PUBLIC OWNERS

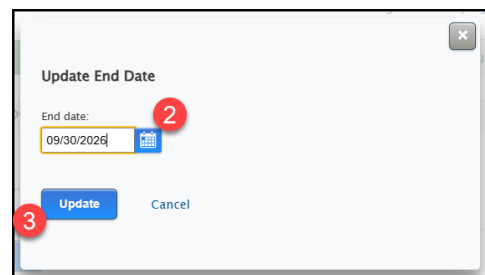


AIRWAY HEIGHTS CORRECTIONS CENTER UBI #363005963	
City of Seattle UBI #178048953	
King County General Services UBI #578037394	
LABOR & INDUSTRIES UBI #342008832 Expires September 30, 2026	 
PORT OF TACOMA UBI #278002558 Expires June 20, 2023	
SOUND TRANSIT UBI #601529358	
Washington State Department of Transportation UBI #602985313 Expires December 31, 2020	

2. Enter a new End date or remove it.

3. Select  .

1. Select  Edit .



Update End Date 

End date:  09/30/2026 

  Cancel

For questions or help contact your assigned Apprenticeship Consultant or L&I's Apprenticeship Program at 360-902-5320 or Apprentice@Lni.wa.gov.