

## Table of Contents

<a href="#">Getting to ARTS</a> .....	1
<a href="#">Program Overview</a> .....	2
<a href="#">Home</a> .....	3
<a href="#">Apprentice Lookup</a> .....	4
<a href="#">Change Probation</a> .....	6
<a href="#">Status Change</a> .....	7
<a href="#">Update Steps</a> .....	9
<a href="#">Report Hours</a> .....	14
<a href="#">Ready for Completion</a> .....	19
<a href="#">Register an Apprentice</a> .....	20
<a href="#">Transfer an Apprentice</a> .....	23
<a href="#">Update Journey Level Wages</a> .....	26
<a href="#">Committee Meeting Minutes</a> .....	27
<a href="#">Training Agent</a> .....	29
<a href="#">Reports</a> .....	31
<a href="#">Requests</a> .....	33

### Getting to ARTS

**Step 1:** Logon to your [Secure Access Washington](#) (SAW) or [My L&I](#) account (whichever system you are using now to access Labor and Industries applications).

**Step 2:**

- For My L&I, click on “My Tasks” and then choose the dashboard associated with “Apprenticeships”
- For SAW, click on the link to “Apprentice registration and Tracking System”

## Program Overview

**Step 1:** Go to <https://dev-secure.lni.wa.gov/home/>

**Step 2:** Notice the "Reminder" and check whether your program has completed the task.



**Reminder:** Quarterly OJT reporting hours are due Apr 30.



**Note:** You can close the reminder by clicking on the "X" to the far right.

**Step 3:** Notice the tabs across the top of the page, click on your choice and follow the steps for that tab (found below in order from left to right).

## Home

Use the “Home” tab to find and select apprentices for which you want to perform different functionalities like

<p><b>Action Items</b></p> <p><a href="#">Approaching Step Updates</a> <a href="#">Probation Nearing Completion</a> <a href="#">Ready for completion</a></p> <p><b>Quick Links</b></p> <p><a href="#">RSI/OJT Reporting</a> <a href="#">Update Apprentice Steps</a> <a href="#">Register an Apprentice</a> <a href="#">Transfer an Apprentice</a> <a href="#">Bulk Update Apprentice Hours</a> <a href="#">Bulk Update Apprentice Steps</a> <a href="#">Update Journey Level Wage</a></p>	<p><b>Committee Meeting Minutes</b></p> <p><a href="#">Upload Minutes</a> <a href="#">Meeting History</a></p> <p><b>Lookup Links</b></p> <p><a href="#">Apprentice Lookup/Update</a> <a href="#">Program Lookup</a> <a href="#">Occupation Lookup</a> <a href="#">Training Agent Lookup</a> <a href="#">Authorized Signer Lookup</a> <a href="#">Committee Associate Lookup</a></p>
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## Filtering Options

If you have many apprentices working in the same occupation, you can choose to use the drop down menu to select their occupation. This narrows the list of apprentices shown to just those of the selected occupation.

**Step 1:** Click on the drop down arrow next to “All Occupations” to see the list of occupations. Click on the occupation of your apprentices. Now you will see only apprentices training under the selected occupation.

**Apprentices (Total: 131)**

Filter 131 apprentices by: X Clear Filters

Apprentice Name (ID)	Step	OJT / RSI	Status
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**Step 2:** You can further narrow the list by choosing the “Status”. For example, you want to update all “Active” apprentices. Using the drop down arrow to the right of “All Statuses”, click on “Active”.

**Apprentices (Total: 67)**

Filter 131 apprentices by: X Clear Filters

**Step 3:** You can choose to narrow the list by choosing the “Step” of the apprentice. For example, you want to start by updating all apprentices at Step 1. Using the drop down arrow to the right of “All Steps”, click on “Step 1”.

**Apprentices (Total: 4)**

Filter 131 apprentices by: X Clear Filters

Carpenter Last name / ID Step 1 Active

## Apprentice Lookup

Users can access the apprentice database for all the apprentice belong to the user program. A user can 'Review', 'Report' and 'update' apprentice information.

**Step 1:** Under 'Lookup Links' section, select 'Apprentice Lookup/Update'

The screenshot shows the ARTS system interface with a navigation bar at the top containing 'Home', 'Training Agents', 'Requests', and 'Reports'. Below the navigation bar, there are four main sections: 'Action Items', 'Committee Meeting Minutes', 'Quick Links', and 'Lookup Links'. The 'Lookup Links' section is highlighted with a red box, and the 'Apprentice Lookup/Update' link is also highlighted with a red box. Other links in the 'Lookup Links' section include 'Program Lookup', 'Occupation Lookup', 'Training Agent Lookup', 'Authorized Signer Lookup', and 'Committee Associate Lookup'. The 'Action Items' section contains links for 'Approaching Step Updates (409)', 'Probation Nearing Completion (204)', and 'Ready for Completion (17)'. The 'Quick Links' section contains links for 'RSI/OJT Reporting', 'Update Apprentice Steps', 'Register an Apprentice', 'Transfer an Apprentice', 'Bulk Update Apprentice Hours', 'Bulk Update Apprentice Steps', and 'Update Journey Level Wages'.

**Step 2:** Search for the apprentice/ apprentices by using different filters to search for an apprentice

### Apprentice Lookup

[Back to program overview](#)

Select a Program

Apprentice First Name  Apprentice Last Name  Apprentice ID  Apprentice Status

All Steps  All Occupations

Active Apprentices: 2190

Show: 10 rows

Apprentice Name	Step	OJT/RSI	Status	Change Status	Change Probation
<a href="#">Munoz, Francisco (171891)</a>	7	3535/334	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Hughes, Vincent (173915)</a>	7	5542/649	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Bartlett, Jason M. (175157)</a>	4	2796/203	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Diaz, Yamontí (175635)</a>	6	5460/363	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Fox, Jacob D. (179202)</a>	7	6799/560	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Lightburn, Timothy J. (179867)</a>	7	5579/601	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Morey, Joseph B. (179921)</a>	7	7769/521	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Beattie, Erik A. (181000)</a>	8	7001/560	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Gutierrez, Juan R. (181925)</a>	7	6006/401	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Ross, Loren M. (182704)</a>	8	8273/481	Active	<a href="#">Status</a>	<a href="#">Probation</a>

**Step 3:** Click on the apprentice name, to review the apprentice details

Active Apprentices: 2190

Show: 10 rows

Apprentice Name	Step	OJT/RSI	Status	Change Status	Change Probation
<a href="#">Munoz, Francisco (171891)</a>	7	3535/334	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Hughes, Vincent (173915)</a>	7	5542/649	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Bartlett, Jason M. (175157)</a>	4	2796/203	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Diaz, Yamontí (175635)</a>	6	5460/363	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Fox, Jacob D. (179202)</a>	7	6799/560	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Lightburn, Timothy J. (179867)</a>	7	5579/601	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Morey, Joseph B. (179921)</a>	7	7769/521	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Beattie, Erik A. (181000)</a>	8	7001/560	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Gutierrez, Juan R. (181925)</a>	7	6006/401	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Ross, Loren M. (182704)</a>	8	8273/481	Active	<a href="#">Status</a>	<a href="#">Probation</a>

**Munoz, Francisco**

Apprentice History and Details as of 4/22/2019

[Back to Apprentice Lookup](#)[Print](#)**Apprentice Information**[Update Information](#)First Name  
Francisco

Middle Name

Last Name  
MunozApprentice ID  
171891Address  
PO Box 601, MOUNT VERNON, WA, 98273Apprentice Status  
Active**Apprentice Key Dates**Registration  
9/21/2017Transfer  
NoneCancellation  
NoneSuspension (start/end)  
None to NoneProbation (start/end)  
9/21/2017 to 6/21/2018Completion  
None**Personal Information**Gender  
MaleRace or Ethnicity  
Hispanic/Not of Hispanic OriginHighest Education Level Completed  
GEDMilitary Status  
Non-vet**Apprentice History**

Date	Status	View History Item
1/22/2016	Completed	<a href="#">View History Item</a>
Washington State UBC JATC Carpenter, Scaffold Erector		
9/21/2017	Active	
Washington State UBC JATC Carpenter		

**Apprenticeship Information**Apprenticeship Began (Date)  
9/15/2017Apprenticeship Term (Hours)  
N/AProbation Hours Required  
1600

Wage Progression Step and Effective Date

[View Step History](#)[Modify Hours](#)**Apprenticeship Total Hours**Total OJT Hours  
2685Credited OJT Hours  
850Total RSI Hours  
2545Credited RSI Hours  
80[View Hours History](#)**Program Information**Program Name and ID  
Washington State UBC JATC (128)Sub Program Name  
UBC-2 - North Puget SoundApprenticeship Occupation  
CarpenterLicense/Certification Required  
N/A**Change Probation**

Apprentice probation can be changed and updated, this goal can be reached primarily in two ways. Updating probation period through 'Apprentice Lookup' and completing apprentice probation by accessing through the 'Probation near completion' in the 'Action Items' section

**Accessing through Apprentice Lookup**

**Step 1:** Under 'Lookup Links' section, select 'Apprentice Lookup/Update'

**Step 2:** Search for the apprentice/ apprentices by using different filters to search for an apprentice

**Step 3:** Click on the probation option for the apprentice whose status need to be changed

**Step 4:** Input the 'Minutes Date:' and probation 'Completion Date' in the pop-up window and select 'Submit'

Active Apprentices: 2190

Show: 10 rows

Apprentice Name	Step	OJT/RSI	Status	Change Status	Change Probation
Munoz, Francisco (171891)	7	3535/334	Active	Status	Probation
Hughes, Vincent (173915)	7	5542/649	Active	Status	Probation
Bartlett, Jason M. (175157)	4	2796/203	Active	Status	Probation
Diaz, Yamonli (175635)	6	5460/363	Active	Status	Probation
Fox, Jacob D. (179202)	7	6799/560	Active	Status	Probation
Lightburn, Timothy J. (179861)	7	5579/601	Active	Status	Probation
Morey, Joseph B. (179921)	7	7769/521	Active	Status	Probation
Beattie, Erik A. (181000)	8	7001/560	Active	Status	Probation
Gutierrez, Juan R. (181975)	7	6006/401	Active	Status	Probation
Ross, Loren M. (182704)	8	8273/481	Active	Status	Probation

### Change Probation

Munoz, Francisco (171891)

Minutes Date

Completion Date **required**

ⓘ Please fill out this field.

Cancel

Submit

**Step 4:** Input the 'Minutes Date:' and probation 'Completion Date' in the pop-up window and select 'Submit'. Success message appears if there no gaps in completing the probation of apprentices.

Your information has been submitted successfully!

## Accessing 'Action Items'- Probation Nearing Completion

**Step 1:** When in 'Home' page, select 'Probation Nearing Completion' from 'Action Items'

## Action Items

- [Approaching Step Updates](#) (408)
- [Probation Nearing Completion](#) (204)
- [Ready for Completion](#) (17)

**Step 2:** Displays all the apprentice who are nearing to complete probation, input the 'Minutes Date', 'Completion Date' and select submit

## Apprentice Ready for Probation Update

[Back to program overview](#)

### Autofill all dates

Minutes Date:

Completion Date:

Apprentice Name (ID)	Begin Date	Minutes Date	Completion Date	Remove
Anderson, Nicole M (185076)	2015-11-23	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Badger, Alexander D (197625)	2018-4-4	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Bales, Devien L (190393)	2017-9-27	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Bartlett, Jason M (175157)	2017-7-3	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Basham, Conoi A (196504)	2017-12-19	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Benfield, Christopher A (196758)	2018-1-20	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Bernard, Andrea J (194630)	2017-8-4	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Bickel, Miles P (197076)	2018-2-16	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Billmark, Jacob W (197619)	2018-4-4	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>
Brookshire, Wyatt P (195424)	2017-9-19	<input type="text"/> <input type="button" value="Submit"/>	<input type="text"/> <input type="button" value="Submit"/>	<input type="button" value="Remove"/>

**Step 3:** Search for the apprentice/ apprentices by using different filters to search for an apprentice

**Step 4:** Click on the probation option for the apprentice whose status need to be changed

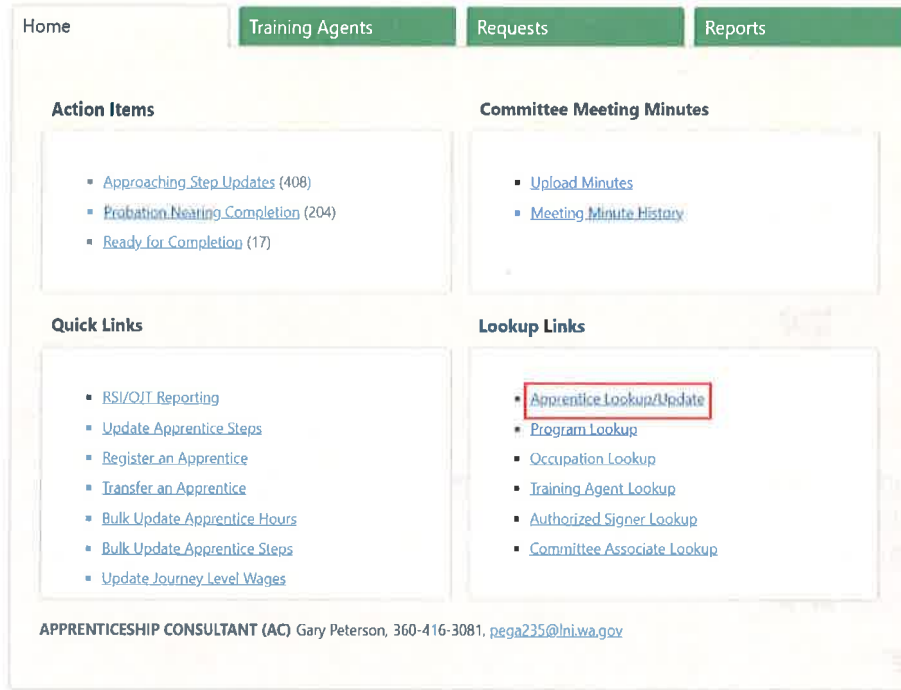
**Step 5:** Input the 'Minutes Date:' and probation 'Completion Date' in the pop-up window and select 'Submit'

## Status Change

Apprentice status can be updated to 'Active', 'Suspended', 'Cancelled' and 'Completed'



**Step 1:** When in 'Home' page, select 'Apprentice Lookup' from 'Lookup Links'



**Step 2:** Click the 'Status' for the apprentice the status need to be changed

**Apprentice Lookup**

[Back to program overview](#)

Select a Program

Apprentice First Name  Apprentice Last Name  Apprentice ID  Apprentice Status

All Steps  All Occupations

Active Apprentices: 2190

Show: 10 rows

Apprentice Name	Step	OJT/RSI	Status	Change Status	Change Probation
<a href="#">Munoz, Francisco (171891)</a>	7	3535/334	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Hughes, Vincent (173915)</a>	7	5542/649	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Bartlett, Jason M. (175157)</a>	4	2796/203	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Diaz, Yamonti (175635)</a>	6	5460/363	Active	<a href="#">Status</a>	<a href="#">Probation</a>
<a href="#">Fox, Jacob D. (179202)</a>	7	6799/560	Active	<a href="#">Status</a>	<a href="#">Probation</a>

**Step 3:** In the pop-up input 'Effective Date', 'Committee Meeting Date', select 'Status' from the dropdown and click 'Submit'

**Change Status**

Munoz, Francisco (171891)

Effective Date required

Committee Meeting Date required

Change Status  
Select

Cancel Submit

## Update Steps

Apprentice steps can be updated, and this goal can be reached primarily in three ways.

- Approaching Step Updates
- Update apprentice Steps
- Bulk Update Apprentice Steps

### Approaching Step Update:

**Step 1:** Follow the steps for [Updating Apprentice Records](#) to select apprentices.

Home Training Agents Requests Reports

**Action Items**

- **Approaching Step Updates (408)**
- Probation Nearing Completion (204)
- Ready for Completion (17)

**Committee Meeting Minutes**

- Upload Minutes
- Meeting Minute History

**Quick Links**

- RSI/OJT Reporting
- Update Apprentice Steps
- Register an Apprentice
- Transfer an Apprentice
- Bulk Update Apprentice Hours
- Bulk Update Apprentice Steps
- Update Journey Level Wages

**Lookup Links**

- Apprentice Lookup/Update
- Program Lookup
- Occupation Lookup
- Training Agent Lookup
- Authorized Signer Lookup
- Committee Associate Lookup

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**Step 2:** All the apprentice how are approaching will be displayed in this page, input 'New Step' number, 'Effective Date' and 'Minutes Date', then click 'Submit'

### Apprentice Ready for Step Updates

[Back to program overview](#)

#### Autofill all dates

Effective Date:   Minutes Date:  

Apprentice Name (ID)	Current Step	New Step	OJT/RSI	Effective Date	Minutes Data	Remove
(87544)	8	<input type="text"/>	4083.00/54.50	<input type="text"/> 	<input type="text"/> 	
(198542)	2	<input type="text"/>	1237.50/136.00	<input type="text"/> 	<input type="text"/> 	
(159167)	7	<input type="text"/>	1720.00/152.00	<input type="text"/> 	<input type="text"/> 	
(182863)	6	<input type="text"/>	593.00/152.00	<input type="text"/> 	<input type="text"/> 	
(198815)	2	<input type="text"/>	733.00/80.00	<input type="text"/> 	<input type="text"/> 	
(198543)	2	<input type="text"/>	1838.00/120.00	<input type="text"/> 	<input type="text"/> 	
(199337)	2	<input type="text"/>	520.00/40.00	<input type="text"/> 	<input type="text"/> 	
(190769)	6	<input type="text"/>	6837.00/160.00	<input type="text"/> 	<input type="text"/> 	

**Submit**

**Step 3:** Apprentices will be updated to a new step

### Update Apprentice Steps

**Step 1:** When in home tab, select 'Update Apprentice Steps' option from the 'Quick Link' section

Home
Training Agents
Requests
Reports

**Action Items**

- [Approaching Step Updates \(408\)](#)
- [Probation Nearing Completion \(204\)](#)
- [Ready for Completion \(17\)](#)

**Committee Meeting Minutes**

- [Upload Minutes](#)
- [Meeting Minute History](#)

**Quick Links**

- [RSI/OJT Reporting](#)
- [Update Apprentice Steps](#)
- [Register an Apprentice](#)
- [Transfer an Apprentice](#)
- [Bulk Update Apprentice Hours](#)
- [Bulk Update Apprentice Steps](#)
- [Update Journey Level Wages](#)

**Lookup Links**

- [Apprentice Lookup/Update](#)
- [Program Lookup](#)
- [Occupation Lookup](#)
- [Training Agent Lookup](#)
- [Authorized Signer Lookup](#)
- [Committee Associate Lookup](#)

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**Step 2:** All the apprentice belonging to the users program are displayed. Search for the apprentices who require step update using the available search filters. Apprentice step update history can reviewed by clicking the '+' button

Apprentice Name (ID)	Status	Current Step	New Step	Effective Date	Minutes Date																		
<a href="#">Munoz, Francisco (171891)</a>	Active	7	step #	<input type="text"/>	<input type="text"/>																		
<a href="#">Hughes, Vincent (173915)</a>	Active	7	step #	<input type="text"/>	<input type="text"/>																		
<a href="#">Bartlett, Jason M(175157)</a>	Active	4	step #	<input type="text"/>	<input type="text"/>																		
<a href="#">Diaz, Yamonti (175635)</a>	Active	6	step #	<input type="text"/>	<input type="text"/>																		
<a href="#">Fox, Jacob D(179202)</a>	Active	7	step #	<input type="text"/>	<input type="text"/>																		
<b>Step History</b> <table border="1"> <tbody> <tr> <td>7</td> <td>12/4/2017</td> <td>1/8/2018</td> </tr> <tr> <td>6</td> <td>6/5/2017</td> <td>7/10/2017</td> </tr> <tr> <td>5</td> <td>9/19/2016</td> <td>12/12/2016</td> </tr> <tr> <td>4</td> <td>4/4/2016</td> <td>5/9/2016</td> </tr> <tr> <td>3</td> <td>9/7/2015</td> <td>9/14/2015</td> </tr> <tr> <td>1</td> <td>8/20/2014</td> <td></td> </tr> </tbody> </table>						7	12/4/2017	1/8/2018	6	6/5/2017	7/10/2017	5	9/19/2016	12/12/2016	4	4/4/2016	5/9/2016	3	9/7/2015	9/14/2015	1	8/20/2014	
7	12/4/2017	1/8/2018																					
6	6/5/2017	7/10/2017																					
5	9/19/2016	12/12/2016																					
4	4/4/2016	5/9/2016																					
3	9/7/2015	9/14/2015																					
1	8/20/2014																						
<a href="#">Lightburn, Timothy J (179861)</a>	Active	7	step #	<input type="text"/>	<input type="text"/>																		

**Step 3:** Input 'New Step', 'Effective Date' and 'Minutes Date' for all the required apprentices and click 'Submit'

### Bulk Update Apprentice Steps

**Step 1:** When in home tab, select 'Bulk Update Apprentice Steps' from the 'Quick Links' section

Home
Training Agents
Requests
Reports

**Action Items**

- [Approaching Step Updates \(408\)](#)
- [Probation Nearing Completion \(204\)](#)
- [Ready for Completion \(17\)](#)

**Committee Meeting Minutes**

- [Upload Minutes](#)
- [Meeting Minute History](#)

**Quick Links**

- [RSI/OJT Reporting](#)
- [Update Apprentice Steps](#)
- [Register an Apprentice](#)
- [Transfer an Apprentice](#)
- [Bulk Update Apprentice Hours](#)
- [Bulk Update Apprentice Steps](#)
- [Update Journey Level Wages](#)

**Lookup Links**

- [Apprentice Lookup/Update](#)
- [Program Lookup](#)
- [Occupation Lookup](#)
- [Training Agent Lookup](#)
- [Authorized Signer Lookup](#)
- [Committee Associate Lookup](#)

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**Step 2:** Select occupation if you want to update steps for apprentices belonging to a particular occupation or if you do not select any occupation, apprentice from all the occupations are selected. Then, Input 'Effective Date' and 'Minutes Date' and select 'Download Template'

**Bulk update apprentice steps**

Washington State UBC JATC

[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:

Effective Date:  Minutes Date:

**Download template**

**Step 2: Upload and Submit**

Browse for the file to upload:

**Upload**

**Submit**

**Step 3:** Verify if a .CSV Excel spreadsheet will be downloaded containing apprentices list and column provisions to enter 'new step number', 'Effective date' and 'Minutes Date' are present in the downloaded spreadsheet

	Occupation ID	Apprentice ID	Apprentice Name	Occupation	Effective Date	Minutes Date	New Step Number
1							
2	203609	0000000	Robert L	Carpenter			
3	203712	0000000	Jordan J	Carpenter			
4	203713	0000000	Pat L	Jordi Carpenter			
5	203710	0000000	Zachary C	Carpenter			
6	203709	0000000	Tanner J	Carpenter			
7	203708	0000000	Chase B	Ti Carpenter			
8	203707	0000000	Garza H	Carpenter			
9	208700	0000000	Darvis B	Carpenter			
10	203700	2101200	Jacob B	Carpenter			
11	203699	0000000	Ryan D	Jel Carpenter			
12	203698	0000000	Larry P	Park Carpenter			
13	203690	0000000	Jordan T	Carpenter			
14	203625	0000000	Rahsaan L	Carpenter			
15	203624	0000000	Dylan J	McCarpenter			
16	203623	0000000	Walker H	Carpenter			
17	203553	0000000	Dennis A	T Carpenter			
18	203549	0000000	Darin M	P Carpenter			
19	203548	3181200	James M	L Carpenter			
20	203546	0000000	William V	Carpenter			
21	203545	0000000	Alexander	Carpenter			
22	203544	0000000	Manuel M	Carpenter			
23	203542	0000000	Fidel A	W Carpenter			
24	203540	0000000	Derek K	Carpenter			
25	203503	6151200	Calab G	B Carpenter			
26	203502	0000000	Sean P	Do Carpenter			
27	203501	0000000	Nicholas J	Carpenter			
28	203500	0000000	Dylan L	W Carpenter			
29	203499	0000000	Andres X	Carpenter			
30	203498	0000000	Colton P	S Carpenter			
31	203497	0000000	Zachary J	N Carpenter			
32	203496	0000000	Jason M	Mc Carpenter			
33	203495	0000000	Cassidy S	L Carpenter			
34	203494	4771200	Ivan J	Sch Carpenter			
35	203493	0000000	Jace S	W Carpenter			
36	203492	2121200	Heaton T	T Carpenter			
37	203488	0000000	Michael L	Carpenter			
38	203428	0000000	Brian G	K Carpenter			
39	203416	0000000	Felix D	P Carpenter			

**Step 4:** Fill the required fields, save the file and close the excel application. Then, on the apprentice 'Bulk update apprentice step' page, select 'Upload' option and select the excel file, then, click on 'Submit'.

### Bulk update apprentice steps

Washington State UBC JATC

[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:

Effective Date:  Minutes Date:

[Download template](#)

#### Step 2: Upload and Submit

Browse for the file to upload:

[Upload](#)

templateFile (3).csv

[Submit](#)

**Step 5:** Once the file is uploaded, all the information that has been edited in the excel file will be displayed in the ARST application, then click 'Submit'

### Apprentice Ready for Step Updates

[Back to program overview](#)

#### Autofill all dates

Effective Date:  Minutes Date:

Apprentice Name (ID)	Current Step	New Step	OJT/RSI	Effective Date	Minutes Date	Remove
Blake W McGrew (181229)	0	9	290.00/40.00	1/1/2019	4/30/2019	
Bryce Jones (181075)	0	9	731.00/40.00	1/1/2019	4/30/2019	
Ryen A Nelson (181062)	0	9	652.00/0.00	1/1/2019	4/30/2019	
Matthew P Luvera (180861)	0	9	646.00/40.00	1/1/2019	4/30/2019	
Travis Johnson (203443)	1	2	0	1/1/2019	4/30/2019	
Cristian R Gomez (203376)	1	2	0	1/1/2019	4/30/2019	
Alex L Cloward (203042)	1	2	0	1/1/2019	4/30/2019	
Jose M Marquez (203035)	1	2	0	1/1/2019	4/30/2019	
Kash G Willis (202971)	1	2	0	1/1/2019	4/30/2019	
Jacob C Barajas (202957)	1	2	0	1/1/2019	4/30/2019	

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

[Submit](#)

## Report Hours

Apprentice steps can be updated, and this goal can be reached primarily in three ways.

- OJT/RSI Reporting
- Bulk Update Apprentice Hours

### OJT/RSI Reporting

**Step 1:** When in home tab, select 'RSI/OJT Reporting' option from the 'Quick Link' section

The screenshot shows the 'Home' page of the ARTS system. At the top, there are navigation tabs: 'Home', 'Training Agents', 'Requests', and 'Reports'. Below these are four main sections: 'Action Items', 'Committee Meeting Minutes', 'Quick Links', and 'Lookup Links'. The 'Quick Links' section contains a list of links, with 'RSI/OJT Reporting' highlighted by a red box. Other links include 'Update Apprentice Steps', 'Register an Apprentice', 'Transfer an Apprentice', 'Bulk Update Apprentice Hours', 'Bulk Update Apprentice Steps', and 'Update Journey Level Wages'. The 'Lookup Links' section includes 'Apprentice Lookup/Update', 'Program Lookup', 'Occupation Lookup', 'Training Agent Lookup', 'Authorized Signer Lookup', and 'Committee Associate Lookup'. At the bottom of the page, contact information for an Apprenticeship Consultant is provided.

APPRENTICESHIP CONSULTANT (AC) Gary Peterson, 360-416-3081, [pega235@lni.wa.gov](mailto:pega235@lni.wa.gov)

**Step 2:** All the apprentice belonging to the users program are displayed. Search for the apprentices whose hours need to be reported using the available search filters. Apprentice previous quarters hours reporting history can reviewed by clicking the '+' button

Greig, Tristan J(194796)

Active

RSI History			
9/1/2017 - 9/30/2017	0	0	
10/1/2017 - 10/31/2017	0	0	
11/1/2017 - 11/30/2017	0	0	
12/1/2017 - 12/31/2017	0	0	
1/1/2018 - 1/31/2018	41.5	0	
2/1/2018 - 2/28/2018	0	0	
3/1/2018 - 3/31/2018	41.5	0	
4/1/2018 - 4/30/2018	0	0	
5/1/2018 - 5/31/2018	0	0	
6/1/2018 - 6/30/2018	40	0	
7/1/2018 - 7/31/2018	0	0	
8/1/2018 - 8/31/2018	40	0	
9/1/2018 - 9/30/2018	40	0	
10/1/2018 - 10/31/2018	0	0	
11/1/2018 - 11/30/2018	0	0	
12/1/2018 - 12/31/2018	40	0	
2/1/2019 - 2/28/2019	40	0	
Reported Hours	283	0	
Other Hours			
RSI Previous Hours	0		
Total Hours	283		

OJT History		
9/1/2017 - 9/30/2017	100	
10/1/2017 - 10/31/2017	236	
11/1/2017 - 11/30/2017	250	
12/1/2017 - 12/31/2017	140	
1/1/2018 - 1/31/2018	40	
2/1/2018 - 2/28/2018	110	
3/1/2018 - 3/31/2018	118	
4/1/2018 - 4/30/2018	138	
5/1/2018 - 5/31/2018	168	
6/1/2018 - 6/30/2018	170	
7/1/2018 - 7/31/2018	123	
8/1/2018 - 8/31/2018	156	
9/1/2018 - 9/30/2018	118	
10/1/2018 - 10/31/2018	116	
11/1/2018 - 11/30/2018	159	
12/1/2018 - 12/31/2018	133	
2/1/2019 - 2/28/2019	24	
Reported Hours	2299	
Other Hours		
Previous Hours	0	
Added Hours	0	
Total Hours	2299	

Stewart, Blaine R(194915) Active

Castellanos, Luis F(194950) Active

**Step 3:** Input 'OJT', 'Paid RSI' and 'Unpaid RSI' for all the required apprentices and click 'Submit'

**Note:**

- Hours can only be reported for every quarter.
- You will get a confirmation that your Training agent was "Submitted successfully".

Status Changed Successfully.



## Bulk Update Apprentice Hours

**Step 1:** When in home tab, select 'Bulk Update Apprentice Hours' from the 'Quick Links' section

The screenshot shows the ARTS Home dashboard with a navigation bar containing 'Home', 'Training Agents', 'Requests', and 'Reports'. The main content area is divided into four sections: 'Action Items', 'Committee Meeting Minutes', 'Quick Links', and 'Lookup Links'. The 'Quick Links' section contains a list of links, with 'Bulk Update Apprentice Hours' highlighted by a red rectangular box. Below the dashboard, contact information for the Apprenticeship Consultant (AC) is provided.

Home   Training Agents   Requests   Reports

**Action Items**

- Approaching Step Updates (408)
- Probation Nearing Completion (204)
- Ready for Completion (17)

**Committee Meeting Minutes**

- Upload Minutes
- Meeting Minute History

**Quick Links**

- RSI/CJT Reporting
- Update Apprentice Steps**
- Register an Apprentice
- Transfer an Apprentice
- Bulk Update Apprentice Hours
- Bulk Update Apprentice Steps
- Update Journey Level Wages

**Lookup Links**

- Apprentice Lookup/Update
- Program Lookup
- Occupation Lookup
- Training Agent Lookup
- Authorized Signer Lookup
- Committee Associate Lookup

APPRENTICESHIP CONSULTANT (AC) Gary Peterson, 360-416-3081, [pega235@lni.wa.gov](mailto:pega235@lni.wa.gov)

**Step 2:** Select occupation if you want to report hours for apprentices belonging to a particular occupation or if you do not select any occupation, apprentice from all the occupations are displayed. Then, Input 'From Date' and 'To Date' and select 'Download Template'

The screenshot shows the 'Bulk update apprentice hours' form. It includes a header, a breadcrumb link, a note about uploading files, and two main steps. Step 1, 'Download Template (.csv file)', features an 'Occupation' dropdown menu, 'From Date' and 'To Date' input fields with calendar icons, and a highlighted 'Download template' button. Step 2, 'Upload and Submit', includes a 'Browse for the file to upload:' label, an 'Upload' button, and a 'Submit' button.

**Bulk update apprentice hours**

Washington State UBC JATC

[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:

**Download template**

**Step 2: Upload and Submit**

Browse for the file to upload:

**Upload**

**Submit**

**Step 3:** Verify if a .CSV Excel spreadsheet will be downloaded containing apprentices list and column provisions to enter 'RSI Paid', 'RSI Unpaid' and 'OJT Hours' are present in the downloaded spreadsheet

Occupation_id	Apprentice_id	Date_of_birth	Apprentice_name	Occupation_name	Start_date	End_date	RSI_Paid_Hours	RSI_Unpaid_Hours	OJT_Hours
13	203809	6/12/1994	Robert Jankovskiy	Carpenter					
15	203712	11/15/1997	Jonathan Johnson	Carpenter					
15	203711	9/12/1993	Paul Jordan	Carpenter					
5	203710	9/14/1993	Zachary C Larson	Carpenter					
6	203709	11/04/1994	Tanner J Callowell	Carpenter					
7	203708	12/11/1993	Chase R Talley	Carpenter					
8	203707	7/11/1993	Daniel Hummelhoff	Carpenter					
9	203706	10/12/1994	Brandon B Stone	Carpenter					
10	203700	2/6/1990	Jacob E Grade	Carpenter					
11	203699	6/29/2000	Ryan O Ielsvik	Carpenter					
12	203698	1/11/1994	Larry Parker	Carpenter					
13	203690	3/24/1993	Jordan T Lavello	Carpenter					
14	203625	3/15/1976	Rebecca L Fischer	Carpenter					
15	203624	1/18/1994	Dylan J Schaal	Carpenter					
16	203623	11/7/1998	Walker M VanHaley	Carpenter					
17	203531	1/17/1987	Denise A Siguenza	Carpenter					
18	203549	11/16/1999	Dawn M Phipps	Carpenter					
19	203548	3/6/1988	James M Baker Jr	Carpenter					
20	203546	11/20/1997	William Valle	Carpenter					
21	203545	3/17/1992	Alexander R Roane	Carpenter					
22	203544	12/26/2000	Monica B Monroe III	Carpenter					
23	203543	11/28/1973	Rafael Abate Jr	Carpenter					
24	203542	2/18/1993	Barak G Minor	Carpenter					
25	203503	8/23/1992	Caleb G Beata	Carpenter					
26	203502	10/15/1988	Sean P Donohue	Carpenter					
27	203501	6/27/2000	Thomas M Papp	Carpenter					
28	203500	3/18/1995	Dylan L West	Carpenter					
29	203499	2/12/1990	Andres X Arroyo	Carpenter					
30	203498	10/9/1994	Colton P Stallings	Carpenter					
31	203497	12/21/1992	Zachary W Johnson	Carpenter					
32	203496	10/23/1998	Jaxon M Mackabon	Carpenter					
33	203495	2/11/1998	Cassidy S Minor	Carpenter					
34	203494	4/7/1983	Ivan J Schindl	Carpenter					
35	203455	5/31/1990	Jose L Guillermo	Carpenter					
36	203454	2/23/1993	Houssou S Yong	Carpenter					
37	203444	11/26/1984	Michael E Alvord	Carpenter					
38	203428	6/30/1993	Brian O Lock	Carpenter					
39	203427	10/12/1981	Michael J Baker	Carpenter					

**Step 4:** Fill the required fields, save the file and close the excel application. Then, on the apprentice 'Bulk update apprentice step' page, select 'Upload' option and select the excel file, then, click on 'Submit'.

### Bulk update apprentice steps

Washington State UBC JATC

[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:

Effective Date:

01/01/2019

Minutes Date:

04/30/2019

[Download template](#)

#### Step 2: Upload and Submit

Browse for the file to upload:

[Upload](#)

templateFile (3).csv

[Submit](#)

**Step 5:** Once the file is uploaded, all the information that has been edited in the excel file will be displayed in the ARST application, then click 'Submit'

## Apprentice Ready to Report Hours

[Back to program overview](#)

From Date:  To Date:

Apprentice Name (ID)	From Date	To Date	OJT Hours	RSI Unpaid Hours	RSI Paid Hours	Remove
Robert Lewandoski (203809)	1/1/2019	3/31/2019				
Jordan I Johnson (203712)	1/1/2019	3/31/2019				
Pat L Jordan (203711)	1/1/2019	3/31/2019				
Zachary C Larsen (203710)	1/1/2019	3/31/2019				
Tanner J Caldwell (203709)	1/1/2019	3/31/2019				
Chase R Talley (203708)	1/1/2019	3/31/2019				
Garcia Humberto (203707)	1/1/2019	3/31/2019				
Damon A Doss (203701)	<small>Please match the requested format.</small> 1/1/2019	3/31/2019				
Jacob E Grade (203700)	1/1/2019	3/31/2019				
Ryan D Jelsvik (203699)	1/1/2019	3/31/2019				

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

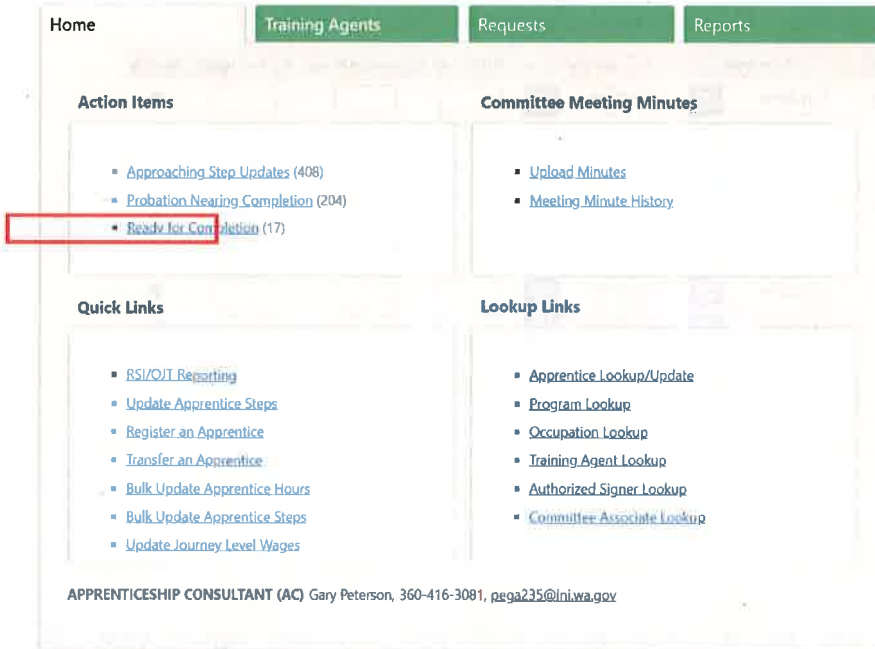
**Note:** You will get a confirmation that your Training agent was “Submitted successfully”.

Status Changed Successfully.

## Ready for Completion

All the apprentices who are about to finish the course are listed in the 'Ready for Completion' page, user can enter the completion 'effective date' and 'minutes date' to change the status of the apprentice to 'Complete'

**Step 1:** When in home tab, select 'Ready for completion' from the 'Action Items' section

































**Step 2:** Input 'Effective Date', 'Minutes Date' for the apprentices and select 'Submit'

### Apprentice Ready for Completion

[Back to program overview](#)

#### Autofill all dates

Effective Date:   Minutes Date:  

Apprentice Name (ID)	Begin Date	Effective Date	Minutes Date	Remove
Bibeje, Jonathan (151218)	2/25/2015	<input type="text"/> 	<input type="text"/> 	
Dailey, Andrew A (178851)	8/1/2014	<input type="text"/> 	<input type="text"/> 	
Davis, Shaila A (180050)	10/9/2014	<input type="text"/> 	<input type="text"/> 	
Elsbree, Kristen L (180995)	1/29/2015	<input type="text"/> 	<input type="text"/> 	
Granger, Joshua M (139533)	8/30/2016	<input type="text"/> 	<input type="text"/> 	
Logan, James R (186250)	4/4/2016	<input type="text"/> 	<input type="text"/> 	
Lombardi, Nicholas J (179759)	9/18/2014	<input type="text"/> 	<input type="text"/> 	
Peterson, Tanner L (180215)	10/24/2014	<input type="text"/> 	<input type="text"/> 	
Smith, Bryan C (182244)	5/18/2015	<input type="text"/> 	<input type="text"/> 	
Steinwright, Brienne T (146530)	1/23/2006	<input type="text"/> 	<input type="text"/> 	

First Previous **1** 2 Next Last

**Note:**

- 'Effective Date' and 'Minutes Date' can be applied to all at once by entering dates on the top in the 'Auto Fill' section.
- Apprentice can be removed by clicking on the delete option
- You will get a confirmation that your Training agent was "Submitted successfully".

Status Changed Successfully.

## Register an Apprentice

New apprentice can be registered into the program for a particular occupation.

**Step 1:** Select 'Register an Apprentice' option for the 'Quick Links' section to register an apprentice

The screenshot shows the ARTS dashboard with a navigation bar at the top containing 'Home', 'Training Agents', 'Requests', and 'Reports'. Below the navigation bar are four main sections: 'Action Items', 'Committee Meeting Minutes', 'Quick Links', and 'Lookup Links'. The 'Quick Links' section contains a list of options, with 'Register an Apprentice' highlighted by a red box. At the bottom of the dashboard, contact information for the Apprenticeship Consultant (AC) is provided.

Home Training Agents Requests Reports

**Action Items**

- [Approaching Step Updates](#) (408)
- [Probation Nearing Completion](#) (204)
- [Ready for Completion](#) (17)

**Committee Meeting Minutes**

- [Upload Minutes](#)
- [Meeting Minute History](#)

**Quick Links**

- [RSI/OJT Reporting](#)
- [Update Apprentice Steps](#)
- [Register an Apprentice](#)
- [Transfer an Apprentice](#)
- [Bulk Update Apprentice Hours](#)
- [Bulk Update Apprentice Steps](#)
- [Update Journey Level Wages](#)

**Lookup Links**

- [Apprentice Lookup/Update](#)
- [Program Lookup](#)
- [Occupation Lookup](#)
- [Training Agent Lookup](#)
- [Authorized Signer Lookup](#)
- [Committee Associate Lookup](#)

APPRENTICESHIP CONSULTANT (AC) Gary Peterson, 360-416-3081, [pega235@lni.wa.gov](mailto:pega235@lni.wa.gov)

**Step 2:** Input the SSN number of the newly registering apprentice and click 'Verify'

The screenshot shows the 'Register an Apprentice' form. The title is 'Register an Apprentice' and it is for the Washington State UBC IATC. There is a link to 'Back to program overview'. The 'Application Information' section includes a label 'Social Security Number required' and an input field containing '9 digits'. A 'Verify' button is located to the right of the input field.

Register an Apprentice

Washington State UBC IATC

[Back to program overview](#)

**Application Information**

Social Security Number required

9 digits

Verify

**Step 3:** Once the apprentice registration form expands, input all the required fields and click 'Register Apprentice'

### Register an Apprentice

Washington State UBC JATC

[Back to program overview](#)

#### Application Information

Social Security Number required

450 84 9454

Verify

First Name required

Initial

Last Name required

Suffix

Address required

Address required

City required

State required

Zip code required

Apprentice Photo

Apprentice Email

#### Demographic Information

Click on links for information to meet and report federal requirements of apprenticeship programs in Washington State.

Gender required

Male

Female

Birth Date required

Race/Ethnicity required

Not Specified

Asian

Black or African American

Hispanic

American Indian or Alaska Native

White

Native Hawaiian or Pacific Islander

Not Hispanic or Latino

Highest education level completed required

Not Specified

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

#### Apprenticeship Information

Apprenticeship Occupation required

Select an Occupation

Enter your License/Certificate number

Select a subprogram

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

Rate Apprenticeship Stipend required

Enter Hourly Stipend Amount

Hourly Stipend Amount

Comments

9th of 100 steps in onboarding

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/Expiration
- 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

Register Apprentice

**Note:** User can not register an 'Active' or 'Suspended' Apprentice

## Step 4: Review apprentice details and select 'Submit'

### Preview Before Submit

Preview information before submitting the page

#### Application Information

Social Security Number: 466-84-8484  
Apprentice Name: Evelyn McIntyre  
Address: 137 Pinnickinick Street  
Portland WA 97218  
Phone Number:  
Email:

#### Demographic Information

Gender: Male  
Birth Date: 04/01/1995  
Race/Ethnicity: Hispanic, White  
Highest Education Level Completed: College or greater  
Military Status: Non-vet

#### Apprenticeship Information

Apprenticeship Occupation: Carpenter  
License/Certificate Number:  
Qualified For Direct Entry? Yes  
Date Apprenticeship Begins: 04/23/2019  
Credit Hours from Previous Experience: 0  
Comments:

[Submit](#)

[Edit](#)

**Note:** Apprentice ID will be displayed and can be verified in the 'Apprentice Lookup' page

## Apprentice Registration

Thank you!  
✓ Your registration was successful!  
Apprentice ID: 203824

[Download PDF](#)

[Register another apprentice](#)

[Back to program overview](#)

**Note:** If the apprentice registration date is 30 days earlier, the registration will be sent to AC approval.

## Transfer an Apprentice

Apprentice can be transferred for one program to another program (Outgoing Transfer) or from occupation to a different occupation in the same program or apprentice from a different program to the current program (Incoming Transfer).

### Outgoing Transfer

**Step 1:** When in 'Home' page, select 'Transfer an Apprentice' from 'Quick Links' sections

The screenshot shows the 'Home' page of the ARTS system. At the top, there are navigation tabs for 'Home', 'Training Agents', 'Requests', and 'Reports'. Below these are four main sections: 'Action Items', 'Committee Meeting Minutes', 'Quick Links', and 'Lookup Links'. In the 'Quick Links' section, the link 'Transfer an Apprentice' is highlighted with a red box. Other links in 'Quick Links' include 'RSI/OJT Reporting', 'Update Apprentice Steps', 'Register an Apprentice', 'Bulk Update Apprentice Hours', 'Bulk Update Apprentice Steps', and 'Update Journey Level Wages'. The 'Lookup Links' section includes 'Apprentice Lookup/Update', 'Program Lookup', 'Occupation Lookup', 'Training Agent Lookup', 'Authorized Signer Lookup', and 'Committee Associate Lookup'. At the bottom, contact information for the Apprenticeship Consultant (AC) Gary Peterson is provided.

**Step 2:** You can input the apprentice ID, when you click transfer options to transfer to different program or different occupation will be displayed.

### Transfer an Apprentice

Washington State UBC JATC

[Back to program overview](#)

Enter the Apprentice ID to transfer.

Apprentice ID required



✓ Ian Daniel. If correct, please proceed below

Choose an option to transfer this apprentice:

- To another program
- Within this program to another occupation



**Step 3:** Apprentice can be transferred to a different program or a different occupation, if to different occupation the apprentice will be directly transferred, if to a different program, a transfer request is sent to that program.

## Transfer an Apprentice

Washington State UBC JATC

[← Back to program overview](#)

Enter the Apprentice ID to transfer.

Apprentice ID *required*

184280

Verify

✓ Ian Daniel. If correct, please proceed below

Choose an option to transfer this apprentice:

To another program

Within this program to another occupation

### Choose Program and Occupation

Apprenticeship Program *required*

Select Program ▼

Credit for previous experience

1331

RSI Previous Experience

0

Effective Date *required*



### Program and Occupation

Washington State UBC JATC

Carpenter

Comments

Transfer Apprentice

### Note:

- Number of OJT hours that need to be transferred can be edited
- Apprentice transfer request can be accepted by the by the program to which the apprentice is being transferred (or) if it is an incoming transfer, the apprentice can be accepted/ denied in the request page

## Update Journey Level Wages

**Step 1:** When on 'Home' page, select 'Update Journey Level Wages' from 'Quick Links' section

The screenshot shows the 'Home' page with a navigation bar containing 'Home', 'Training Agents', 'Requests', and 'Reports'. Below the navigation bar are four sections: 'Action Items', 'Committee Meeting Minutes', 'Quick Links', and 'Lookup Links'. The 'Quick Links' section contains a list of links, with 'Update Journey Level Wages' highlighted by a red box.

- Approaching Step Updates (408)
- Probation Nearing Completion (204)
- Ready for Completion (17)

- Upload Minutes
- Meeting Minute History

- RSI/OJT Reporting
- Update Apprentice Steps
- Register an Apprentice
- Transfer an Apprentice
- Bulk Update Apprentice Hours
- Bulk Update Apprentice Steps
- Update Journey Level Wages**

- Apprentice Lookup/Update
- Program Lookup
- Occupation Lookup
- Training Agent Lookup
- Authorized Signer Lookup
- Committee Associate Lookup

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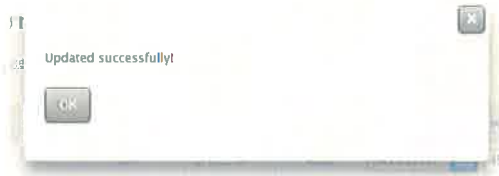
**Step 2:** Input 'Effective Date', new 'Wage Amount' and click 'Update' button

## Update Journey Level Wages

[Back to program overview](#)

Occupation Name	Occupation ID	Last Wage Effective Date	Last Wage Amount	Effective Date	Wage Amount	Update
Boat Builder	767	6/1/2018	43.92	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Cabinet Maker	779	6/1/2018	43.92	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Carpenter	768	6/1/2018	43.92	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Carpenter, Scaffold Erector	784	6/1/2018	43.92	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Drywall Finisher (Taper)	780	6/1/2018	41.52	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Insulation Applicator	783	6/1/2018	43.92	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Lathing, Acoustical, Drywall Systems Installer	785	6/1/2018	42.36	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Maintenance Carpenter	765	6/1/2018	43.92	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Millwright	762	6/1/2018	45.42	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Piledriver, Bridge, Dock & Wharf Builder	774	6/1/2018	29.82	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Residential Carpenter	771	6/1/2018	31.5	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Shipwright	761	6/1/2018	25.16	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>

**Note:** Update success message need to be displayed

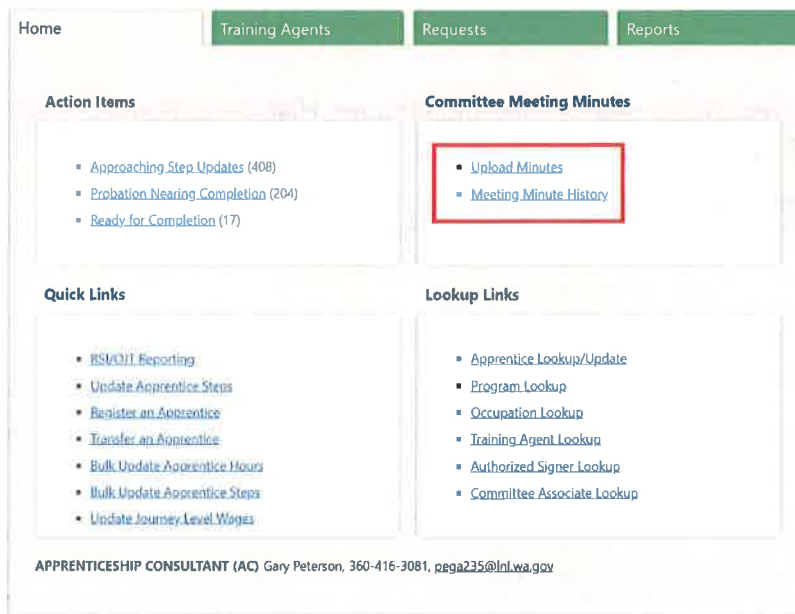


## Committee Meeting Minutes

Program meeting minute's history can be reviewed and new meeting minutes can be uploaded.

### Upload Minutes

**Step 1:** When on 'Home page, select 'Upload Minutes' from 'Committee Meeting Minutes'



**Step 2:** A pop-up window to upload minutes, Minutes date and comments displays and need to be filled. Once filled 'Submit' need to be clicked.

**Upload Minutes**

[Upload](#)

Minutes Date: **required**

Comment

[Submit](#)

### Meeting Minutes History

**Step 1:** When on 'Home' page, select 'Meeting Minutes History' option from 'committee Meeting History' section

Home Training Agents Requests Reports

**Action Items**

- Approaching Step Updates (408)
- Probation Nearing Completion (204)
- Ready for Completion (17)

**Committee Meeting Minutes**

- [Upload Minutes](#)
- [Meeting Minutes History](#)

**Quick Links**

- [BSI/OJT Reporting](#)
- [Update Apprentice Steps](#)
- [Register an Apprentice](#)
- [Transfer an Apprentice](#)
- [Bulk Update Apprentice Hours](#)
- [Bulk Update Apprentice Steps](#)
- [Update Journey Level Wages](#)

**Lookup Links**

- [Apprentice Lookup/Update](#)
- [Program Lookup](#)
- [Occupation Lookup](#)
- [Training Agent Lookup](#)
- [Authorized Signer Lookup](#)
- [Committee Associate Lookup](#)

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**Step 2:** All the meeting minutes history can be reviewed in the 'History of Committee Meeting' page. You can download the minutes file by clicking on the download option associated to a particular date and the action on that particular date can be viewed by selecting 'View Action' option.

[Back to program overview](#)

5-Year History of Committee Meetings

2019 - Committee Meetings

Date	Minutes	Actions
12/20/2019	N/A	<a href="#">View Actions</a>
6/27/2019	N/A	<a href="#">View Actions</a>
4/22/2019	N/A	<a href="#">View Actions</a>
4/17/2019	<a href="#">Download</a>	<a href="#">View Actions</a>
4/17/2019	<a href="#">Download</a>	<a href="#">View Actions</a>
4/16/2019	<a href="#">Download</a>	<a href="#">View Actions</a>
4/15/2019	N/A	<a href="#">View Actions</a>
3/28/2019	<a href="#">Download</a>	<a href="#">View Actions</a>
3/28/2019	<a href="#">Download</a>	<a href="#">View Actions</a>
3/25/2019	N/A	<a href="#">View Actions</a>

First Previous **1** 2 3 4 5 Next Last

2018 - Committee Meetings

Date	Minutes	Actions
12/20/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/20/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/20/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/19/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/19/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/18/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/18/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/18/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/18/2018	<a href="#">Download</a>	<a href="#">View Actions</a>
12/18/2018	<a href="#">Download</a>	<a href="#">View Actions</a>

First Previous **1** 2 3 4 5 Next Last

**Note:** Only minutes history of last the 5 years will be displayed in the history page

## Training Agents

**Step 1:** Using the tabs at the top of the page, click on “Training Agents”.

Home Training Agents Requests Reports

Active Training Agents / Occupations (Total: 11758)

Filter by Training Agent  
 [Add a Training Agent](#)

- 255 S. King Street, Limited Partnership/dba: American Life Inc. (601726281)
- 3-H Mechanical, Inc (601243489)
- 3A Industries Inc. (600101350)
- A & M Woodcraft Inc (601062394)
- A B Cuda Construction Co (600348581)
- A Sound Build Construction, LLC (603588707)
- A&A Contracting, Inc (602483316)
- A-1 Landscaping and Construction Inc (601605637)
- A. P. Construction Inc/Adolfson& Peterson, Inc (602918480)
- AJ Brown, Inc (602519134)

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

**Step 2:** If you know the “Training agent” name or their “UBI No.,” you can choose to “Filter by Training Agent. Key the Training agent name or UBI into the search box and hit Enter.

The screenshot shows the 'Training Agents' section of the ARTS system. At the top, there are navigation tabs for 'Home', 'Training Agents', 'Requests', and 'Reports'. Below the tabs, the text 'Active Training Agents / Occupations (Total: 11736)' is displayed. A search filter labeled 'Filter by Training Agent:' contains the text '255'. To the right of the filter is a blue link 'Add a Training Agent'. Below the filter, a list of agents is shown, with the first entry highlighted in yellow: '+ 255 S. King Street, Limited Partnership/dba: American Life Inc. (601726281)'. The plus sign is circled in red.

**Note:** If you don't know the Training agent name or UBI, you can scroll through the alphabetical list provided.

**Step 3:** Click on the plus sign to the left of the Training agent name chosen.

This screenshot is a closer view of the 'Training Agents' page. It shows the 'Active Training Agents / Occupations (Total: 11736)' header and the 'Filter by Training Agent' search box. The search box contains the text 'Filter by Training Agent or UBI No' and an 'X' icon. To the right is the 'Add a Training Agent' link. Below the search box, the list of agents is visible, with the first entry circled in red: '+ 255 S. King Street, Limited Partnership/dba: American Life Inc. (601726281)'. The plus sign is circled in red.

**Step 4:** The plus becomes a minus symbol showing the Training Agent occupations already activated (check mark in the right hand column labelled "Activate"). Click on the box to the left of "Activate" to add an occupation to the Training Agent.

Available Occupation	
Carpenter (Inactive)	<a href="#">Activate</a>
Shipwright (Inactive)	<a href="#">Activate</a>
Millwright (Inactive)	<a href="#">Activate</a>
Boat Builder (Inactive)	<a href="#">Activate</a>
Residential Carpenter (Inactive)	<a href="#">Activate</a>
Piledriver, Bridge, Dock & Wharf Builder (Inactive)	<a href="#">Activate</a>
Insulation Applicator (Inactive)	<a href="#">Activate</a>
Cabinet Maker(Active)	<a href="#">Deactivate</a>
Carpenter, Scaffold Erector(Active)	<a href="#">Deactivate</a>
Drywall Finisher (Taper)(Active)	<a href="#">Deactivate</a>

3A Industries Inc. (600101350)

A & M Woodcraft Inc. (601062394)

**Step 5:** You will see a pop up after the list of occupations, asking you to “Enter dates and submit.” Enter the required (Effective and Minutes) dates, then hit “Submit”.

Occupation Name: Cabinet Maker

End Date:

Minutes Date:

**Note:** You will get a confirmation that your Training agent was “Submitted successfully”.

Status Changed Successfully.

**Step 6:** To return to the “Training Agent” page, either use your back button or click on the “X” to the right of the “Filter by Training Agent” box.

Active Training Agents / Occupations (Total: 11736)

Filter by Training Agent

467  [Add a Training Agent](#)

## Reports

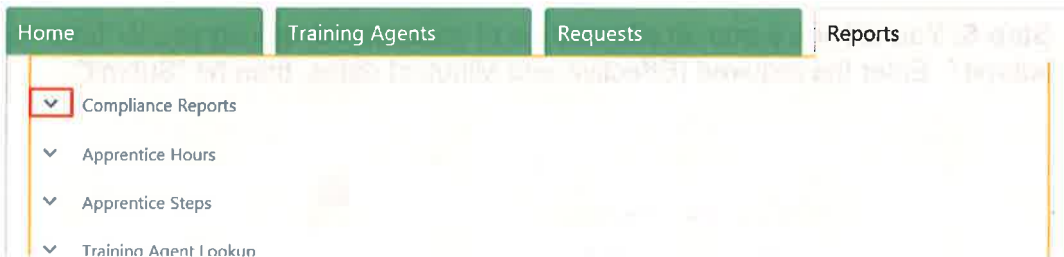
By scanning the reports page, you can see all the report types at a glance, and choose to “Run Report” for any of the displayed report information. When choosing to “Run Report” in this way, you will be given a PDF version of the report for the “Year-to-Date” selected.

If you want an Excel version of the report or wish to select more than one report to run, follow these steps:

**Step 1:** Using the tabs at the top of the page, click on “Reports”.



**Step 2:** By clicking on the “+” to the left of “Run Compliance Reports”, you can choose which reports you want to run, for what time period, and file format.



**Step 3:** From the menu provided, choose the reports you would like to run by clicking in the check box to the left of the report type. **Note:** you can choose to run all reports by clicking in the check box to the left of “Select All”.

A screenshot of the 'Compliance Reports' configuration form. The form is titled 'Compliance Reports' and has a dropdown arrow to its left. Below the title, there is a section for 'Select a file format' with two radio buttons: 'Excel Spreadsheet (.xlsx)' and 'Adobe Reader (.pdf)'. The 'Adobe Reader (.pdf)' option is selected. Below this is a 'Select All:' checkbox, which is unchecked. A list of report types follows, each with a checkbox: 'Occupation Analysis' (checked), 'Apprentice Status Summary' (unchecked), 'Apprentice Continuously Suspended 1+ Year' (checked), 'Registered Significantly Longer' (checked), 'Apprentices Less Than 50% OJT' (checked), 'Apprentices Less Than 50% RSI' (unchecked), 'OJT 80% Timely Reporting' (unchecked), 'RSI 80% Timely Reporting' (checked), 'Training Agents' (unchecked), 'Timely Registration' (checked), 'Committee Meeting Minutes' (unchecked), 'Journey Level Wage Rates' (unchecked), 'Committee Members' (checked), 'Signed Transfers' (unchecked), and 'Signed Agreements' (unchecked). At the bottom, there is a 'Year:' label and a dropdown menu showing '2018'. A blue 'Run Report' button is located at the bottom of the form.



**Step 4:** Now choose the desired report “Year”

A screenshot of a web form showing a dropdown menu for the year. The dropdown is currently set to '2018' with a downward arrow. Below the dropdown is a blue button labeled 'Run Report'.

**Step 5:** Choose the file format for the report by clicking in the circle to the left of the type. In the example, Excel has been selected as the file format.

A screenshot of a web form showing the 'Compliance Reports' section. Under the heading 'Select a file format:', there are two radio button options: 'Excel Spreadsheet (.xlsx)' which is selected, and 'Adobe Reader (.pdf)'.

**Step 6:** Click on “Run Report” when you have made the above selections.

A screenshot of a blue button labeled 'Run Report' centered within a rectangular box.

**Note:** All the other reports can be generated in the same way

- Apprentice Hours
- Apprentice Steps
- Training Agent Lookup
- Snapshot Report

## Requests

This page represents “Requests” for your program and the assigned Apprenticeship Consultant (AC); showing any action made by the AC. Your program’s Apprenticeship Consultant (AC) with their contact information is listed at the top of the “Requests” page.

**Step 1:** Using the tabs at the top of the page, click on “Requests”.

A screenshot of a web page showing a navigation bar with four tabs: 'Home', 'Training Agents', 'Requests', and 'Reports'. The 'Requests' tab is highlighted. Below the tabs, the text reads: 'APPRENTICESHIP CONSULTANT (AC) Gary Peterson, 360-416-3081, [pega235@lni.wa.gov](mailto:pega235@lni.wa.gov)'.

**Note:** You will see a number to the top right of the “Requests” tab indicating the number of requests made.

**Step 2:** For each type of request (Change of Status, Transfer, etc.), you will see the apprentice name and ID, the “Request Date”, and the “Action” available or “Status” of AC action.

In the example, there is both an incoming “Transfer Request” that requires your action “Accept” or “Deny”; and an “Outgoing” request made by the program and pending AC approval.

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**Incoming Transfer Requests**

Name	Request Date	Action
<a href="#">Williams,Ryan (191902)</a>	4/15/2019	<a href="#">Take Action</a>
<a href="#">Williams,Ryan (191902)</a>	4/15/2019	Close
<a href="#">Ots,Justin (189532)</a>	4/15/2019	Close
<a href="#">Halsey,Bradford (203656)</a>	4/22/2019	<a href="#">Take Action</a>
<a href="#">Croson,Brandon (202978)</a>	4/12/2019	Approved
<a href="#">Ibana Lopez,Mario (200745)</a>	4/15/2019	ACPending
<a href="#">Tavichier,Jesse (202990)</a>	4/15/2019	ACPending
<a href="#">Senvuk,Andrey (202737)</a>	4/15/2019	ACPending
<a href="#">Brooks,Nicholas (201581)</a>	4/16/2019	Close
<a href="#">Flem,Feame (203623)</a>	4/16/2019	Approved

First Previous **1** 2 Next Last

**Outgoing Transfer Requests**

Name	Request Date	Action
<a href="#">Ots,Justin (189532)</a>	4/15/2019	Close
<a href="#">Burdick,Levi (188161)</a>	4/15/2019	<a href="#">Take Action</a>

**AC Approved Requests**

Name	Action	Request Date	<input type="checkbox"/>
<a href="#">Esmay,Erin (203798)</a>	Approved	4/12/2019	<input type="checkbox"/>
<a href="#">Romy,Waas (203799)</a>	Approved	4/12/2019	<input type="checkbox"/>

[Delete Approved Requests](#)

**AC Denied Requests**

Name	Action	Request Date	<input type="checkbox"/>
No data Available			

[Delete Denied Requests](#)

**Step 6:** Where an “Action” is included, you can choose to take the action/s. In the example, the program can ‘Approve’ or ‘Deny’ the request.

## Take an Action

**Apprentice Name:**

Ryan N Williams

Address:

4117 W Sylvester St

Address (line two)

City:

PASCO

State:

Washington

Zip code:

99301

Effective Date: 2019-31-1

**From Program:**

Washington State UBC JATC

**From Occupation:**

Carpenter

**To Program:**

Washington State UBC JATC

To Occupation:

Cabinet Maker

Credit for previous experience: 2111

Comments:

500 of 500 characters remaining

Accept

Deny

**Step 7:** The tables displayed on the right hand side of the page represent those where the AC has taken action on the program's requests, whether approved or denied. The information displayed includes the name and ID of the apprentice, the action requested, and comments made by the AC.

Clicking on the apprentice name and ID takes you to a page of the apprentice detail, display only without the ability to take action.

---

*\*Screenshot Required*

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Here is an example of the apprentice details screen:

### Apprentice Details

[Back to search results](#) Print

Apprentice Information	Apprenticeship Information
Apprentice Name, ID Abey, Jordan (187634)	Apprenticeship Began (Date) 1/9/2017
Apprentice Status Completed	Apprenticeship Term (Hours) 6000
<div style="border: 1px solid black; padding: 2px;"><b>Apprentice Key Dates</b></div>	Probation Hours Required 1200
Registration 5/3/2016	Wage Progression Step and Effective Date Step 6 - 9/9/2017
<a href="#">Transfer</a>	<a href="#">View Step History</a>

**Step 8:** By clicking in the check box to the far right in each table, you can choose to delete the approved or denied requests

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*\*Screenshot Required*

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**Note:** You can choose to delete all AC approved or denied requests by clicking in the box to the right of "Comment" in each table (in the above example on the "AC Denied Requests (2)").