

Apprenticeship Completer System Changes

2021 Changes

- July
 - Removed the wage base codes – these positions are instead left blank for the files that colleges will submit to the portal. This change was made because the wage base codes are not needed with this new format and these can be cumbersome (colleges will receive errors if these are provided in lowercase).
- May
 - The wage question for this survey is updated. Apprentice completer are asked to provide, if available, both their hourly base wage and yearly earnings. This then modifies the submission file since there are positions for both of these wages to be submitted. If a completer only provides one wage type, then calculations within the WTCS portal are used to convert this wage to estimate the missing information. See pages 15-16 for this information.

2020 Changes

- July
 - Removed the historic survey wording for Q3 about the present status of the apprentice and updated survey record information.
 - Removed Q4 about when employment for the apprentice began and updated survey record information. This question is not relevant and it confuses apprentices.
 - Added clarifying information about 'College-level reporting of Apprenticeship Completer data.'

2019 Changes

- November 2019:
 - Modified the wording of the 'present status' question for surveys conducted in 2020-21 and onward.
 - Removed the 'when work started' question for surveys conducted in 2020-21 and onward.
 - Added directions for reporting apprentices with high wages (\$100,000 or more/year)
- June 2019: Added a 'College-level reporting of Apprenticeship Completer data' section that provides guidance on FERPA and identifiable student information.
- October 2019: Added a section on 'submission of records' which outlines the name of the files for submission to the portal.

September 2016 Changes

- Added verbiage that once a college submits error free data, the following day the college

should look at the portal reports to ensure accuracy.

- Wage calculation – the guide now shows how a wage is taken from hourly up to annual. Each college may decide to submit the hourly, weekly, monthly or annual wage reported on the survey or using the calculations shown, report all salaries in one format, hourly, weekly, monthly or annually.

January 2015 Changes

- All references regarding program number and student college ID in the guide have been updated. The program numbers and student college ID's in the submissions must match the program number and student college ID on the sample. If the college ID is less than 9 digits, add leading zeros as needed.
- Added a list of the Apprenticeship reports available in the portal.

April 2010 Changes

- Error message 26 has been updated to include all the *Apprenticeship Present Status* codes that indicate the individual is unemployed when checking for answers to other questions that are incompatible with being unemployed.

October 2010 Changes

- Submission dates for Apprenticeship Follow-up have been changed to reflect the month changes made last year. The submission window is now October 15 – November 15. It used to be March 15 – April 30.

August 2007 Changes

- The record layout for the Completer Sample Record sent to the districts was updated to reflect the new record layout that includes information from the DWD Apprenticeship Certificate file. Information was also added explaining the criteria for DWD matching and record selection and the source of each field on the sample record

November 2005 Changes

- If there is a valid *Wage* for an individual that falls outside the standard minimum and maximum range, this record will generate a *Wage* error message until all other errors have been resolved. Once all other errors are resolved and all *Wage* errors have been confirmed as valid wages, the college should notify the WTCS Office Follow-Up Coordinator. After ALL districts have completed this process, the WTCS Office will change the wage parameters to accept those records that have been verified by the districts as valid.
- The maximum wage has been changed to \$7000 per month. The minimum changed to \$800 a month.

September 2005 Changes

- The Follow-up Studies Systems timetable was updated to show Apprenticeship has moved

from March to October.

March 2005 Changes

- A link to the Follow-up Studies Systems time table was added to the table of contents.