



## **APPRENTICESHIP COMPLETERS USERS GUIDE**

Revised May 2022

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## APPRENTICESHIP COMPLETER SYSTEM INTRODUCTION

The Apprenticeship Completer Information System compiles the results of the annual Apprenticeship Completer survey conducted by the districts. This process will provide vital information about these students to the technical college system and to the Department of Workforce Development (DWD). By sharing information, it will be possible to document student success through the entire apprenticeship experience, before the technical college enrollment, during the student's time with the technical college system and after.

Conducting the follow-up of apprentices at the point of completion will provide valuable information regarding both the classroom training and on the job training within the context of the completed apprenticeship program. In addition, it will be possible to track the retention of the individual after the completion of their apprenticeship to determine whether new journey workers remain employed in their trade.

The Apprenticeship "Graduation" is reported to WTCS in Client Reporting at the completion of the WTCS core paid related instruction. This serves as a success measure as part of the total Apprenticeship Program experience. The student's actual completion of the apprenticeship experience is their Apprenticeship Completion Certificate awarded by DWD's Bureau of Apprenticeship Standards (BAS).

Each year, WTCS requests a listing from DWD of all individuals who have completed their apprenticeships between June 30 and July 1 of the previous academic year. These "completers" are matched to the WTCS client records. WTCS students in the completer group are then placed into the Apprenticeship Completer Sample file. In April of each year, the WTCS Office selects the Apprenticeship Completer population for each district from the client reporting records and from the DWD. From April through October, the districts collect follow-up data and information from their apprenticeship completers. File submissions of Apprenticeship Completer records can be made at any time throughout the process, but must be complete and error free by November 15. These records contain the answers chosen by each apprenticeship completer to the questions on the Apprenticeship Completer survey.

For each apprenticeship completer mailed a survey one record, whether respondent or non-respondent must be submitted to the WTCS. The records will be edited and validated before being accepted for the WTCS files. Records with one or more errors will be rejected and made available for correction through the WTCS Portal. All rejected records must be corrected and resubmitted to the WTCS by **November 15**.

Submissions are documented in the WTCS Portal. The record key consists of the district number and client identification number. To change records previously submitted to WTCS, districts must completely resubmit all valid Apprenticeship Completer records with the appropriate corrections to attain an error free submission.

When all records are submitted and error free, each college should verify their data in the portal reports the following day.

## COLLEGE-LEVEL REPORTING OF APPRENTICESHIP COMPLETER DATA

When publicly reporting student information, such as apprenticeship completer data, care must be taken to ensure that the identity of the students is protected. To comply with FERPA (Family Educational Rights and Privacy Act) regulations, any ‘subgroup disaggregations of the data may not be published if the results would yield personally identifiable information about an individual student’ ([NCES 2010 Brief](#)). Thus, subgroups of fewer than five students need to be suppressed and their information cannot be reported.

Also, any personally identifiable information such as a graduate’s job title and employer cannot be published in a way that is identifiable (e.g., listing each job title and employer for every student who responds). If colleges would like to report job titles and employers, this can be done by listing just the most common titles and employer groups for programs that have at least 10 or more graduates. For example,

*Completers of the Steamfitting Service Apprentice are often employed as HVAC Service Technicians, Refrigeration Technicians, and Steam Fitters six months after graduation. These graduates are commonly employed at Harker Heating & Cooling, Abner Boiler & Heating Company and JDP HVAC.*

If there are fewer than 10 graduates in a given year, then first aggregate graduate job title and employer information across the most recent (e.g., five) years of graduate survey data to identify and report these common (e.g., top five) job titles and employer groups.

## SUBMISSION OF RECORDS

These records are to be submitted through the WTCS portal. You will name your file using this scheme:

SSSDDTTTTYYYYMMMM.....txt

Where,

- ‘SSS’ stands for the data system (APR for apprentice completer),
- ‘DD’ stands for the District Number,
- ‘TTTT’ stands for the Run Type (FULL or PART),
- ‘YYYY’ stands for the Fiscal Year,
- ‘MMMM’ stands for the Mode (PROD or TEST),
- ‘.....’ stands for any number of characters to create a distinct file name, and
- ‘txt’ is the text file extension.

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By November 15, districts must have corrected and resubmitted all records in error and have verified the WAGE OVER MAXIMUM, WAGE BELOW MINIMUM and WEEKLY HOURS warnings. When all wage and hourly information has been verified, the red warning will be removed from the portal reports.

## APPRENTICESHIP COMPLETER SURVEY

Please check one answer.

1. How satisfied are you with the paid-related instruction received at our school?
  - Very Satisfied
  - Satisfied
  - Unsatisfied
  - Very Unsatisfied
  
2. How satisfied are you with the apprentice training you received on the job?
  - Very Satisfied
  - Satisfied
  - Unsatisfied
  - Very Unsatisfied
  
3. Which **one** of the below best describes you?
  - **I am employed** in my apprenticeship occupational area
  - **I am employed** in a position that is not in my apprenticeship occupational area
  - **I am not employed** but am looking for a job.
  - **I am not employed** and not looking for a job.

NOTE: If you are currently employed, please continue with Question 4. If not employed, please stop here.

4. Are you considering continuing your formal education? (Technical Studies Journey Worker AAS, associate degree, bachelors degree)
  - Yes
  - No

5. Please list the following job information:

*Job Title* \_\_\_\_\_

*Name of Employer* \_\_\_\_\_

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State & Zip Code*

Name of immediate supervisor:

\_\_\_\_\_

6. What is your present wage? If available, please provide both.

Hourly base wage: \$ \_\_\_\_\_

Yearly earnings: \$ \_\_\_\_\_

7. How many hours do you work during an average work week?

\_\_\_\_\_ hours per week

*Thank you for your participation. Please return this completed form in the postage-paid envelope as soon as possible.*

## APPRENTICESHIP COMPLETER SAMPLE RECORD DESCRIPTION

(These records are located in the portal)

Position	Description
1-17	<b>Last Name</b> (From DWD file)
18-29	<b>First Name</b> (From DWD file)
30	<b>Middle Initial</b> (From DWD file)
31	Blank
32-37	<b>Date of Birth</b> (MMDDYY – from DWD file)
38	Blank
39-40	<b>District Number</b>
41	Blank
42-47	<b>Program Number</b>
48-49	Blank
50-51	The <b>Fiscal Year</b> - last year the apprentice is shown in an aid code 50 program.
52	Blank
53-61	<b>District Student ID Number</b>
62	Blank
63	<b>Sex</b>
64	Blank
65-112	<b>Street Address</b> (From DWD file)
113	Blank
114-132	<b>City</b> (From DWD file)
133	Blank
134-135	<b>State</b> (From DWD file)
136	Blank
137-146	<b>Zip Code</b> (From DWD file)

NOTE: This sample file is available for download from the WTCS portal.

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This sample file is created through a match of the most recent 10 years of Client Reporting Data with the most recent requested Department of Workforce Development (DWD) Apprenticeship Certificate file. The DWD file contains all records of apprenticeship certificates granted in the previous fiscal year (July 1 – June 30). Any record from the DWD file that has a **Social Security Number (Client Identification Number)** that matches any student in the WTCS Client Reporting files in the past 10 years and who was ever enrolled in an Apprenticeship Program (Aid Code 50) will be included in this sample file.

The purpose of this sample file is to provide the most recent address information for apprenticeship completer follow-up surveys. It is recognized that the granting of an apprenticeship certificate may occur several years after the enrollment in/completion of a WTCS apprenticeship program.

The fields District Number, Program Number, Fiscal Year and Student Identification Number are obtained from the Client Reporting Master file. The fields Name, Date of Birth, Street Address, City, State and Zip Code are obtained from a match to the Department of Workforce Development (DWD) Apprenticeship Certificate file. These address fields are thought to be most current in the DWD file.

### **Caveats:**

It is possible, but not likely that some of the records in this sample file will be for students who obtained an apprenticeship related instruction completion from some institution other than the college they were most recently enrolled in. If a student was enrolled in multiple apprenticeship programs, only one sample record will be created and it will be returned to the college with the most recent aid code 50 enrollment. If the related instruction completion was obtained through work at a non-WTCS institution, the last WTCS institution the student enrolled in an aid Code 50 program at will still get the sample record.

If a student is in multiple programs, during the same year, the student sample will go to the district and program that shows the most credits. If the student shows the same amount of credits in two programs in the same district or different districts, the sample will go to the program with the highest instructional area. If one of the multiple programs is program number 50-464-1, it will always be chosen, and the program number 50-499-9 will never be chosen.

Since the DWD file is only matched to the Client Reporting file on the basis of Social Security Number, it is possible but not likely that data entry errors may result in selection of a student with a different name and date of birth on the DWD and Client files.

Each college should inspect their Apprenticeship Follow-up sample file closely and only send surveys to apprenticeship students that they actually want to follow up.



## APPRENTICESHIP COMPLETER RECORD

Position	Data Element and Description
1	<b>Record Identifier “U”</b> Apprenticeship Completer record
2-3	<b>District Number</b>  The District Number must identify your district.  Submissions with incorrect District Numbers will be returned. There is no error message associated with District Number because District Number problems are identified in a pre-processing step.
4-12	<b>Client Identification Number</b>  This is the student’s district ID and must be nine digits and numeric. If less than 9 digits add leading zeros.
13-18	<b>Program Number</b>  The Program Number must be approved for your district.
19	Blank - not used, <i>unless the apprentice completed a 7-digit program, in this case the 7th digit will be in this position followed directly by the reply status code.</i>
20	<b>Reply Status Code</b>  1 = Questionnaire filled in 2 = Questionnaire not returned or returned and not filled in Leave blank if no questionnaire was sent to apprenticeship graduate.
21	<b>Satisfaction with Paid-Related Instruction Code</b>  1 = Very Satisfied 2 = Satisfied 3 = Unsatisfied 4 = Very Unsatisfied Leave blank if unknown.
22	<b>Satisfaction with Apprentice Training Received on the Job Code</b>  1 = Very Satisfied

2 = Satisfied  
3 = Unsatisfied  
4 = Very Unsatisfied  
Leave blank if unknown.

**23 Apprenticeship Present Status Code**

1 = I am employed in my trade  
2 = I am employed in a position outside of my trade  
3 = I am not employed but am looking for a job.  
5 = I am not employed and not looking for a job  
Blank = no response  
Code 4 is not used for survey response files (this is a historic code used in previous survey formats).

**24 Apprenticeship When Work Started Code**

*For surveys conducted in academic year 2020-21 and onward:*

Since we are no longer asking this question (since it is confusing to apprentices and provides no relevant information), please code this as 'blank' (no response).

**25 Continuing Formal Education Code**

1 = Yes  
2 = No  
Leave blank if unknown.

**26 Employer Location Code**

1 = In District  
2 = In Wisconsin, outside of district  
3 = Outside of Wisconsin  
4 = Cannot determine where respondent is employed  
Leave blank if not employed

**27-33 Base Hourly Wage**

Format = 99999V99

For example, base hourly wages of \$35.00 would be recorded as: 0003500

**ZERO-FILL THIS FIELD IF QUESTION WAS NOT ANSWERED.** Leave blank if questionnaire not returned or returned with total questionnaire not filled in.

This data element is not edited when apprenticeship present status = 3 (not employed).

NOTE: If there is a valid Wage for an individual that falls outside the standard minimum and maximum range (above \$1000/month and below \$7000/month), this record will generate a Wage warning message. All Wage warnings should be confirmed as valid wages.

34 Blank

35-42 **Yearly Earnings**

Format = 999999V99

For example, yearly earnings of \$114,200.00 would be recorded as:  
11420000

And yearly earnings of \$80997.00 would be recorded as: 08099700

**ZERO-FILL THIS FIELD IF QUESTION WAS NOT ANSWERED.** Leave blank if questionnaire not returned or returned with total questionnaire not filled in.

This data element is not edited when apprenticeship present status = 3 (not employed).

NOTE: If there is a valid Wage for an individual that falls outside the standard minimum and maximum range (above \$1000/month and below \$7000/month), this record will generate a Wage warning message. All Wage warnings should be confirmed as valid wages.

43 Blank

44-45 **Weekly Work Hours**

This should be 00-80, rounded to the nearest whole hour. **CODE 00 IF QUESTION WAS NOT ANSWERED.** Leave blank if questionnaire was not returned or total questionnaire was not filled in.

NOTE: If hours fall outside the standard 00-80 range, the record will generate a Weekly Work Hours warning message.

46-48 Blank

49-89      **Occupational Title**

This is a 40-character field which states the apprenticeship graduate's occupational title. Leave blank if questionnaire was not filled in.

## APPRENTICESHIP COMPLETER ERROR/WARNING MESSAGES

For all relational edits:

U = Apprenticeship Completer Record

◆ - Fields listed on the error report.

### 03 INVALID CLIENT ID

Change to all numeric.

U ◆ 4-12 Client Identification Number

This must be the numeric District Student ID and the ID on the Apprenticeship sample record. For submission, the number must be 9 digits long, if less than the 9 digits, add leading zeros.

### 04 INVALID PROGRAM NUMBER

Resubmit with valid Program Number.

U ◆ 13-18 Program Number

The Program Number must be approved for your district and the program number listed on the Apprenticeship sample record.

### 06 INVALID REPLY STATUS

Resubmit with valid Reply Status Code.

U ◆ 20 Reply Status Code

1 = Questionnaire filled in

2 = Questionnaire not filled in or not returned

Leave blank if no questionnaire was sent to graduate.

### 07 INVALID QUESTION 1 – SATISFACTION WITH PAID-RELATED INSTRUCTION

Resubmit with valid Satisfaction with Paid-Related Code.

U ◆ 21 Satisfaction with Paid-Related Code

1 = Very Satisfied

2 = Satisfied

3 = Unsatisfied

4 = Very Unsatisfied  
Leave blank if unknown.

**08 INVALID QUESTION 2 – SATISFACTION WITH APPRENTICE TRAINING RECEIVED ON THE JOB**

Resubmit with valid Satisfaction with Apprentice Training Received on the Job Code.

**U ♦ 22** Satisfaction with Apprentice Training Received on the Job Code

1 = Very Satisfied  
2 = Satisfied  
3 = Unsatisfied  
4 = Very Unsatisfied  
Leave blank if unknown.

**09 INVALID QUESTION 3 – APPRENTICESHIP PRESENT STATUS**

Resubmit with valid Apprenticeship Present Status Code.

**U ♦ 23** Apprenticeship Present Status Code

1 = I am employed in my trade  
2 = I am employed in a position outside of my trade  
3 = I am not employed but am looking for a job.  
5 = I am not employed and not looking for a job  
Blank = no response  
Code 4 is not used for survey response files.

**10 INVALID QUESTION 4 – APPRENTICESHIP WHEN WORK STARTED**

Resubmit with valid Apprenticeship When Work Started Code.

**U ♦ 24** Apprenticeship When Work Started Code

Since we are no longer asking this question, please code this as 'blank' (no response).

**11 INVALID QUESTION 5 – CONTINUING FORMAL EDUCATION**

Resubmit with valid Continuing Formal Education Code.

**U ♦ 25** Continuing Formal Education

1 = Yes

2 = No

Leave blank if unknown.

**12 INVALID QUESTION 6 – EMPLOYER LOCATION**

Resubmit with valid Employer Location Code.

**U ♦ 26** Employer Location Code

1 = In district

2 = In Wisconsin, outside of district

3 = Outside of Wisconsin

4 = Cannot determine where respondent is employed

Leave blank if not employed

**13 INVALID QUESTION 8 – WAGES NOT NUMERIC**

**14 INVALID QUESTION 8 – WAGES BELOW MINIMUM**

**15 INVALID QUESTION 8 – WAGES ABOVE MAXIMUM**

Resubmit with valid numeric wages. **ZERO-FILL THIS FIELD IF QUESTION WAS NOT ANSWERED.** Leave blank if questionnaire was not filled in.

**U ♦ 27-33 or 35-42** Wage

Format = 99999V99 for base hourly wages (27-33); 999999V99 for yearly earnings (35-42)

This must be numeric, above \$1000/month and below \$7000/month and is computed as follows: (4.333 equals average weeks per month)

*If a student only supplies one of the wage formats (base hourly wage or yearly earnings), then the following calculations are used in the portal to estimate the missing wage information.*

Hourly wage reported:  $\text{monthly wage} = \text{weekly work hours} \times \text{wage} \times 4.333$

Weekly wage reported:  $\text{monthly wage} = \text{wage} \times 4.333$

Yearly wage reported:  $\text{monthly wage} = \text{wage}/12$

This data element is not edited when apprenticeship present status = 3 (not employed).

NOTE: If there is a valid Wage for an individual that falls outside the standard minimum and maximum range, this record will generate a Wage warning message.

**17 INVALID QUESTION 9 – WEEKLY WORK HOURS**

Resubmit with numeric Weekly Work Hours.

**U ♦ 44-45** Weekly Work Hours

USE CODE 00 IF QUESTION WAS NOT ANSWERED. Leave blank if questionnaire was not returned/filled in.

**18 INVALID QUESTION 9 – WEEKLY WORK HOURS - WARNING**

The standard is 00-80, rounded to the nearest whole hour, if above 80 verify accuracy.

**20 DUPLICATE RECORDS – RESUBMIT ONE**

Resubmit one record for the apprenticeship completer.

**U ♦ 4-12** District Student Identification Number

Only one record per apprentice may be submitted to the WTCS. If duplicate records are submitted, both will be rejected.

**21 NO CLIENT MASTER RECORD**

If District Student Identification Number is incorrect on the apprenticeship follow-up record, correct and resubmit. Otherwise, do not resubmit.

**U ♦ 2-3** District Number

**U ♦ 4-12** District Student Identification Number

District Student Identification Number was not found on the apprenticeship sample file for your district.



**22 NOT REPORTED IN THIS PROGRAM**

Verify that student ID matches program number on sample. If Program Number error is found, correct and resubmit. Otherwise, do not resubmit.

**U ♦ 4-12** District Student Identification Number

**U ♦ 13-18** Program Number

District Student Identification Number was found on the sample, but Program Number was not reported or is different than on the sample file.

**24 INCOMPATIBLE REPLY & APPRENTICESHIP PRESENT STATUSES**

Reconcile incompatibility and resubmit.

**U ♦ 20** Reply Status Code

**U ♦ 23** Apprenticeship Present Status Code

If the Reply Status Code is 2 (questionnaire not filled in) and Apprenticeship Present Status Code is 1-5, the record will be rejected on the basis that a questionnaire that was not filled in should not have an Apprenticeship Present Status Code.

**25 INCOMPATIBLE APPRENTICESHIP PRESENT STATUS AND EMPLOYER LOCATION**

Reconcile incompatibility and resubmit.

**U ♦ 23** Apprenticeship Present Status Code

**U ♦ 26** Employer Location Code

If the apprentice is employed (Apprenticeship Present Status Code = 1 or 2), the Employer Location Code must not be blank. If no location given, enter 4 (Cannot determine where respondent is employed).

## 26 INCOMPATIBLE STATUSES

Reconcile incompatibility and resubmit.

U ♦ 23	Apprenticeship Present Status Code
U ♦ 24	Apprenticeship When Work Started Code
U ♦ 26	Employer Location Code
U ♦ 27-33 and 35-23	Wage: base hourly wage and yearly earnings
U ♦ 44-45	Weekly Work Hours

If one or more answers of questions 4, 6, 8, or 9 indicate the person is employed, and question 3, Apprenticeship Present Status, is unemployed or blank, the record will be rejected with incompatible statuses.

### Portal Reports for Apprenticeship:

- APR300 – labor, salary, and location by program, division and statewide
- APR302 –respondents only – demographic, rating of training and reason for attending by program, division and statewide
- APR305 – occupational Titles Report by program, division and statewide
- APR414 – demographic information by sector, age range
- APR500 –number of completers, respondents, labor, employment, wage and hour information, grouped by program and sector