

## TECHNICAL ASSISTANCE

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### **DWD Technical Assistance 2022-10, Change 2:** Indiana Career Connect Data Entry for DOL Apprenticeship Grants

**Date:** 04/10/2026

**Contact:** [WBL@dwd.in.gov](mailto:WBL@dwd.in.gov)

**Program:** Work-Based Learning and Apprenticeship

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### **PURPOSE**

To provide guidance to local areas on participant enrollment and data entry for United States Department of Labor (DOL) Apprenticeship Grants. This guidance is designed to provide general information that is applicable to Apprenticeship Grants sub-awarded to local areas by the Indiana Department of Workforce Development (DWD). Additional technical assistance may be issued to provide guidance on requirements specific to a new grant or modifications to an existing apprenticeship grant.

This guidance is intended to supplement DWD Policy 2022-09, Change 2 United States Department of Labor (DOL) Apprenticeship Grants and support any future grant-specific guidance.

### **CHANGE 2 SUMMARY**

This technical assistance has been updated with the following changes:

- The Wagner-Peyser co-enrollment requirement was removed.
- Apprenticeship Indiana Career Connect (ICC) activity codes have been created to align with the program.
- The *ICC Data Entry Screenshots* attachment has been removed.
- A link to ICC Apprenticeship training has been added.

### **RESCISSIONS**

- DWD TA 2022-10, Change 1 *Indiana Career Connect Data Entry for DOL Apprenticeship Grants*

### **REFERENCES**

See **Attachment A**.

## CONTENT

### Indiana Career Connect (ICC) Data Entry Requirements

#### Application and Enrollment

To meet all data elements of apprenticeship grant reporting, participants are required to be fully enrolled in the Apprenticeship (APR) program. This consists of a fully completed Apprenticeship application as well as placement into participation with entered first activity.

#### Activity Descriptions

There are three (3) ICC activities that can be used to access apprenticeship grant funding.<sup>1</sup>

1. Related Instruction
  - This activity is entered for the “related technical instruction” (RTI) component.
  - This can apply to either Registered Apprenticeship and/or Pre-Apprenticeship participation.
2. On-the-Job Learning (OJL)
  - This activity is entered for the “on-the-job learning” (OJL) component.
  - This can apply to either Registered Apprenticeship and/or Pre-Apprenticeship participation.
3. Supportive Services
  - These activities are used to support the apprentice’s needs in removing barriers that may prevent successful outcomes and can be provided once participant is funded within RTI and/or OJL training activities.

The RTI program funded by the apprenticeship grant **must** be on the Eligible Training Provider List (ETPL).<sup>2</sup> Table I provides the ICC activity code that must be used for this component.

**Table I**

Program Funding	Training Activity Code
Apprenticeship Eligible Grant	318 – Apprenticeship Grant Related Instruction 319 – Pre-Apprentice Related Instruction

Table II provides the activity code for work-based training activity OJL. Registered Apprenticeship OJL providers are **not** required to be on the ETPL but are required to be added as a provider in ICC. The correct provider must be selected when creating the OJL activity in ICC.

**Table II**

Program Funding	Training Activity Code
Apprenticeship Eligible Grant	321 – Apprenticeship Grant On the Job Learning 322 – Pre-Apprentice On the Job Learning

<sup>1</sup> NOTE: there are no unique activity codes specific to apprenticeships. Local Workforce Development Boards will utilize the same activity codes that are used for other programs offering similar services.

<sup>2</sup> DWD’s *INTraining and Eligible Training Provider List (ETPL) Eligibility and Establishment Under the Workforce Innovation and Opportunity Act (WIOA) Title I* policy.

**Supportive services** are provided to grant participants when it is necessary to ensure an individual’s continued successful participation in an approved DOL Registered Apprenticeship Program (RAP). Supportive services may include, but are not limited to, the list below. Table III provides the activity codes for supportive services.

- (a) Linkages to community services;
- (b) Assistance with transportation;<sup>3</sup>
- (c) Assistance with childcare and dependent care;
- (d) Assistance with housing;
- (e) Needs-related payments;
- (f) Assistance with educational testing;
- (g) Reasonable accommodations for individuals with disabilities;
- (h) Assistance with uniforms or other appropriate work attire and work-related tools, including such items such as work boots, eyeglasses, protective eye gear, and other personal protective equipment;
- (i) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- (j) Payments and fees for employment and training-related applications, tests, and certifications.

**Table III**

Program Funding	Supportive Service Activity Codes
Apprenticeship Eligible Grant	<p><b>180</b> – Supportive Service Family Care  <b>181</b> – Supportive Service – Transportation Assistance  <b>185</b> – Supportive Service – Other  <b>188</b> – Supportive Service – Work-Related Uniforms/Attire  <b>183</b> - Supportive Service – Tools/Equipment  <b>190</b> – Pre-Apprenticeship Supportive Service – Other  <b>191</b> - Pre-Apprenticeship Supportive Service Transportation  <b>192</b> - Pre-Apprenticeship Supportive Service Tools/Equipment  <b>193</b> - Pre-Apprenticeship Supportive Service – Work-related Uniforms/Attire  <b>194</b> - Pre-Apprenticeship Supportive Service – Child Care</p>

Staff should follow local processes and enter the appropriate activity for the service provided. Supporting case notes and applicable documentation must be maintained in the participant’s electronic file.

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<sup>3</sup> Examples of transportation assistance include mileage reimbursement, bus pass purchases, or vehicle registration fees.

## Case Management and ICC Participant Files

Apprenticeship grant participant files must be regularly updated to reflect the individual's progress, needs, and achievements. All participant services and activities must be recorded in ICC in alignment with DWD's *Maintaining Data Integrity in Workforce Programs*<sup>4</sup> policy. As best practice, staff should also follow the Federal Standards of Apprenticeship, Program Performance Standards, and Apprenticeship Agreement standards when entering program data.<sup>5</sup> Updates include, but are not limited to, the following:

- Enter appropriate services (activities) when provided.
- Enter detailed case notes that match the service provided and/or when staff have contact with participants.
- Enter/update the participant's employment history, measurable skills gains (MSG) and credentials appropriately.
- Upload supporting documents as applicable.

**NOTE:** Apprenticeship Module (APR) data entry instructions are available within ICC.<sup>6</sup> Staff must have a secure account and log-in credentials to access the ICC system.

The APR requires staff to initiate the exit process once a customer has completed their participation in the program, regardless of the reason for exit. Staff must complete the outcome/exit ribbon, and the exit date entered should correspond to the last date on which a service was provided. This should reflect the end date of either the OJL or RTI. If these dates differ, staff should use the latter of the two.

## ACTION

Each local area must ensure all appropriate staff are made aware of the contents of this guidance and establish a process to ensure accurate data entry and appropriate documentation collection for all Apprenticeship Grants.

## ATTACHMENTS

**Attachment A** – References

## ADDITIONAL INFORMATION

Questions regarding the content of this publication should be directed to [WBL@dwd.in.gov](mailto:WBL@dwd.in.gov).

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<sup>4</sup> DWD's *Maintaining Data Integrity in Workforce Programs* policy.

<sup>5</sup> 29 CFR 29.5, 29.6, & 29.7.

<sup>6</sup>[https://www.indianacareerconnect.com/vosnet/GSIPub/GSIPubpdfView.aspx?docid=Staff\\_Guide\\_14\\_Programs\\_Apprenticeship.pdf](https://www.indianacareerconnect.com/vosnet/GSIPub/GSIPubpdfView.aspx?docid=Staff_Guide_14_Programs_Apprenticeship.pdf).

## ATTACHMENT A REFERENCES

- 29 CFR 29.5, 29.6, and 29.7
- DWD Policy 2022-09, Change 2 *United States Department of Labor (DOL) Apprenticeship Grants*
- DWD Policy 2020-16, Change 3 *INTraining and Eligible Training Provider List (ETPL) Eligibility and Establishment Under the Workforce Innovation and Opportunity Act (WIOA) Title I*
- DWD Policy 2023-05 *Maintaining Data Integrity in Workforce Programs*
- Indiana Career Connect<sup>7</sup>

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<sup>7</sup>[https://www.indianacareerconnect.com/vosnet/GSIPub/GSIPubpdfView.aspx?docid=Staff\\_Guide\\_14\\_Programs\\_Apprenticeship.pdf](https://www.indianacareerconnect.com/vosnet/GSIPub/GSIPubpdfView.aspx?docid=Staff_Guide_14_Programs_Apprenticeship.pdf). NOTE: This is a secure site that requires a staff account.