

WSDOT Apprentice Utilization Online Reporting

CONTRACTOR TRAINING MANUAL

MAY 2012



**Washington State
Department of Transportation**

Table of Contents

Why Report Electronically?	Page 3
Logging In to the Online Reporting System	Page 4
Navigating the Contract List View	Pages 5-7
Creating a New Report	Page 8
Filling Out a Report	Page 9
Filling Out a Report - Contract Information	Page 10
Filling Out a Report - Apprentice Information	Page 11
Filling Out a Report - Journeyman Information	Page 12
Filling Out a Report - Remarks and Certification	Page 13
Submitting a Report	Page 14
Revising a Report - Request Revisions	Pages 15-16
Delete an Apprentice or Journeyman	Page 17
Refreshing Apprentice Information	Page 18
Look Up an Apprentice's Registration Number	Page 19
Printing a Report	Page 20
Company-wide Login	Page 21
Command Buttons Cheat Sheet	Page 22
Resources	Page 23
Index	Page 24

Why Report Electronically?

WSDOT's electronic Apprentice Utilization system allows you to submit your monthly Statement of Apprentice Journeyman Participation (form 422-115 EF) electronically. You should receive information about Apprentice Utilization along with an account name and password for the online system from the WSDOT Project Office you are working with after your contract is executed. If you did not receive an account name and password, you may request one by e-mailing apprenticeship@wsdot.wa.gov.

The system is intended to save you time and effort by:

- Reducing data entry
- Removing the need for paper submittals
- Acting as an online filing cabinet for all your reports
- Tracking all report submittals through e-mail
- Providing an easy process for making and submitting revisions to reports you already submitted
- Allowing easy tracking of apprentice utilization
- Tracking company-wide attainment of apprenticeship requirements (on WSDOT projects)
- Allowing for subcontractors to enter their own data (if you desire)
- Providing instant reports of utilization by occupation and by subcontractor

You can access the system by visiting http://fmapps.wsdot.wa.gov/fmi/iwp/res/iwp_home.html

In the list of published databases, choose ApprenticeJourneymanParticipation. This will bring you to the login screen.

The screenshot shows the Washington State Department of Transportation website. At the top left is the logo and name. On the right, there is a link for "E-mail updates" with a checkmark icon. Below this is a navigation menu with tabs for "Traffic & Cameras", "Projects", "Business", "Environment", and "Maps & Data". A search bar is located to the right of the "Maps & Data" tab. Below the navigation menu, the breadcrumb "You are here: Home > FileMaker" is displayed. The main content area is titled "FileMaker Databases" and includes a "Database" section with a link to "Home / List". Under "More Information", there are links for "Adopt-a-Highway" and "Apprenticeship". The "Published Databases" section lists "Activity Report Online", "ApprenticeJourneymanParticipation" (highlighted in yellow), and "ARRA". The "Database Contacts" section provides information about contacting local coordinators or roadside litter managers, with a link to "Adopt-a-Highway".

Logging In to the Online Reporting System

The screenshot shows the Washington State Department of Transportation website. At the top left is the logo and name. At the top right is an "E-mail updates" checkbox. Below is a navigation menu with tabs for "Traffic & Cameras", "Projects", "Business", "Environment", and "Maps & Data", followed by a search box and a "Search" button. A breadcrumb trail reads "You are here: Home > FileMaker > Login". The main content area is titled "FileMaker Database Login" and includes a "Database" sidebar with links to "Home / List", "More Information" (with links to "Adopt-a-Highway" and "Apprenticeship"), and "Database Login" instructions. The "Database Login" section shows the "Open database" as "ApprenticeJourneymanParticipation" and two radio button options: "Guest Account" and "Account Name and Password" (which is selected and highlighted in yellow). Below these are input fields for "Account Name" (containing "8888") and "Password" (containing four dots). At the bottom of the form are "Login" and "Cancel" buttons. To the right, the "Database Contacts" section lists "Adopt-a-Highway" and "Apprenticeship" with their respective contact instructions. A "Technical Support" section at the bottom right provides a link to email support.

Be sure that the **Account Name and Password** option is selected. Then enter your **Account Name** and **Password** into the fields below.

If you are logging in to a single contract, use the **Account Name** and **Password** for the particular contract. If you need to see all contracts your company has worked on with an Apprentice Utilization requirement, use the **Companywide Login** provided to you. **Please note that less features are available using the Companywide Login than the project specific login. If you need to see features such as if reports have been submitted and reviewed by the project office or if you want to receive PDF copies of the reports you submit, you must use your project specific login.**

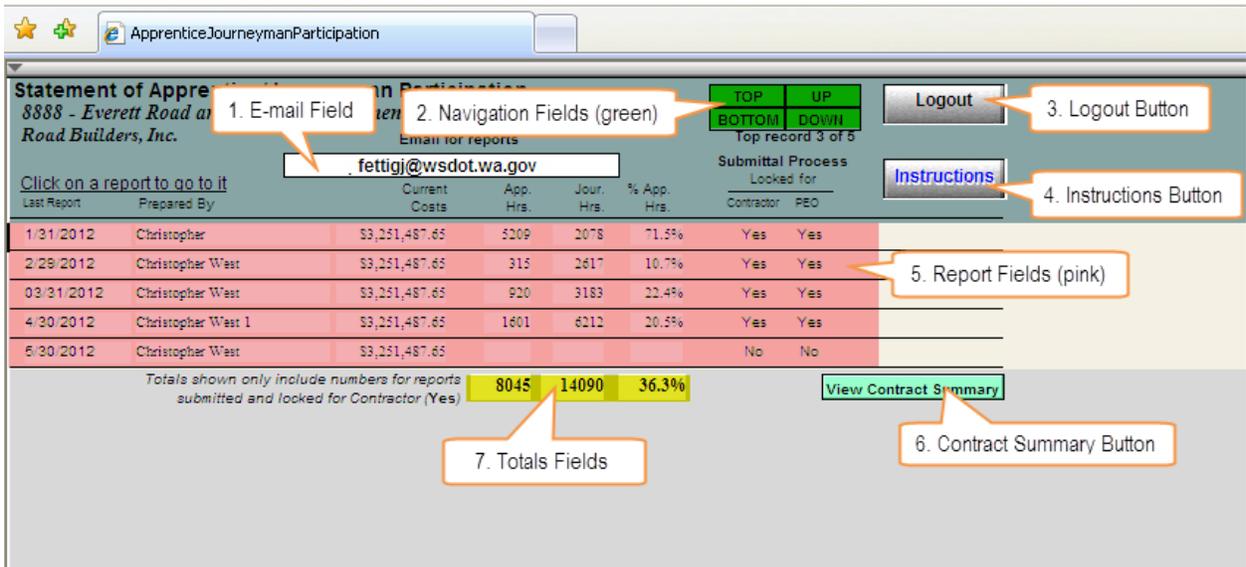
Click the **Login Button** to enter the system.

Navigating the Contract List View

If you have not entered a report, you do not see the **List View** but will be taken directly to the **Report View**. You may skip this step and go directly to page 9.

If you have already entered reports for the contract, after logging into the system you will be taken to a list of the reports you have submitted called the **List View**. Think of the **List View** as your home screen for a particular contract. Much of what you do in the online system will be done from the **List View** screen.

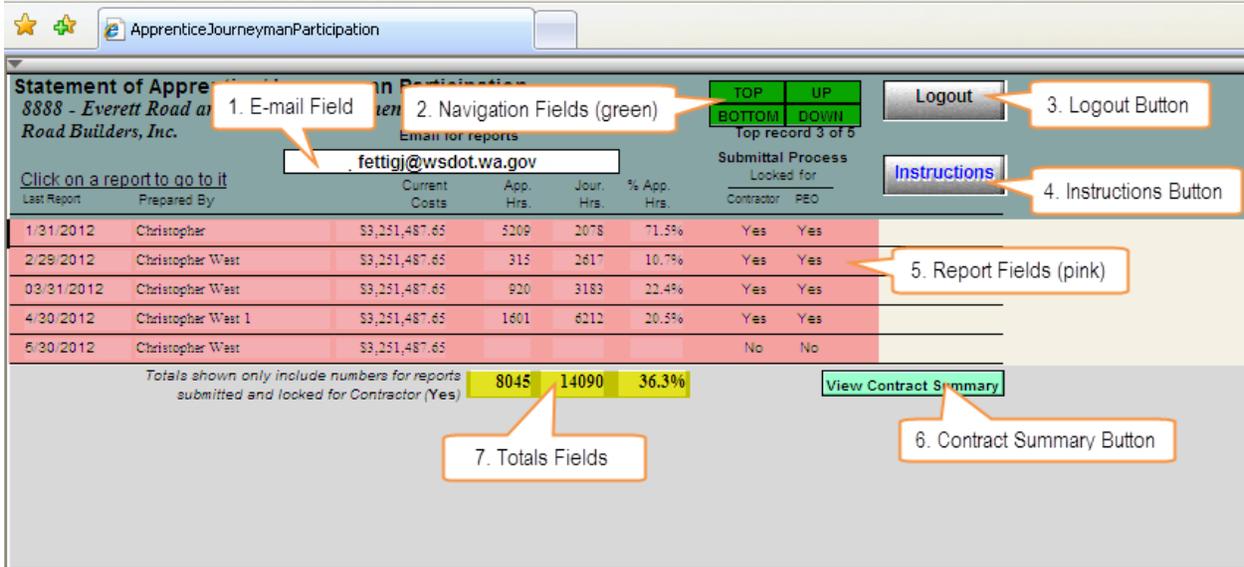
The functions of the **List View** screen are shown in the image below and are defined below.



List View Field Definitions (clockwise from upper left):

- 1. E-mail Field:** Enter your e-mail address in this field to be sent copies of the reports you submit.
- 2. Navigation Fields:** These fields are useful if you have a long list of reports that will not fit on one page. Click bottom to be taken to the end or top to go back to the beginning. Up takes you up one page and down takes you down one page.
- 3. Logout Button:** Click this button to log out of the system.
- 4. Instructions Button:** Click this button to see the instructions on what information to include on the form. (Continued on next page)

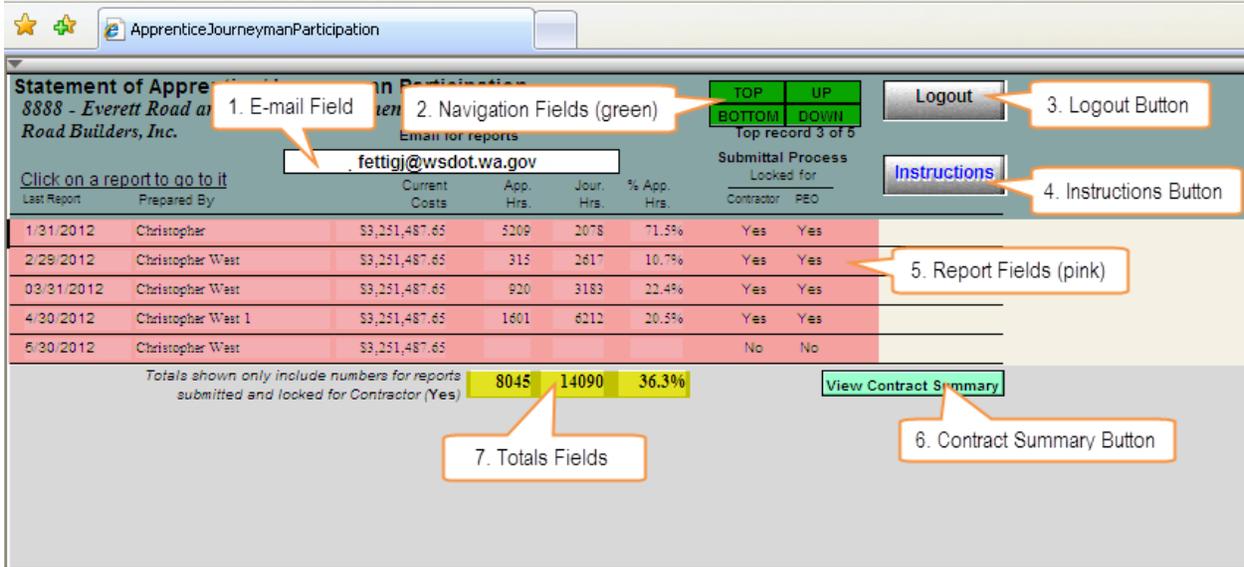
Navigating the Contract List View



5 Report Fields: These fields contain summary level information about reports you have started in the system.

- Last Report: This column shows the end date of each report. The first report will be on the top and the most recent on the bottom.
- Prepared by: This column shows the name of the person that filled out the report.
- Current costs: This column show the current cost of the project (dollars paid to the contractor to date).
- App. Hrs.: This column shows the total number of apprentice hours that were entered on the report.
- Jour. Hrs.: This column shows the total number of journeyman hours that were entered on the report.
- % App Hrs.: This column shows the percentage of apprentice utilization that occurred on during each report period.
- Submittal Process Locked for Contractor: This column indicates if the contractor submitted the report and it is now locked.
- Submitted Process Locked for PEO: This column indicates if the project office has reviewed the report and submitted it to WSDOT Headquarters for inclusion in statewide reporting. (Continued on next page)

Navigating the Contract List View



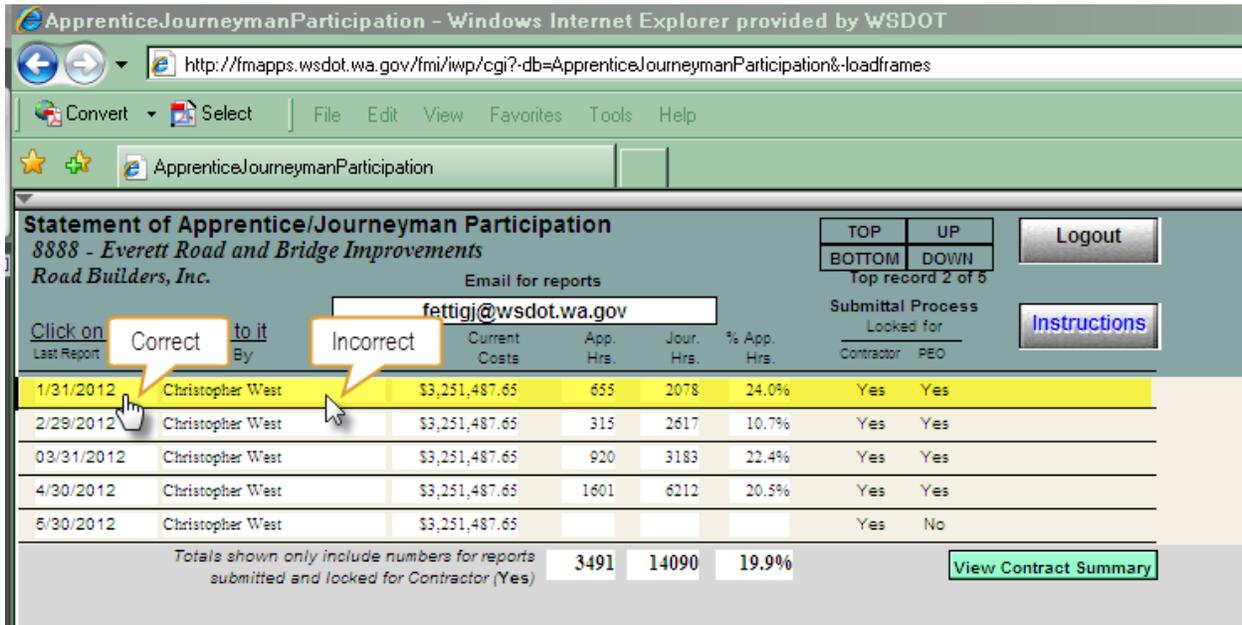
6. Contract Summary Button: Clicking this button generates a report that shows apprentice utilization by contractor and occupation as well as the actual rate of apprentice utilization for each occupation present on the job

7. Totals Fields: These fields show the total apprentice hours to date, total journeyman hours to date and the overall percentage of apprentice utilization. Please note that only the hours on reports you have submitted are reflected in the totals.

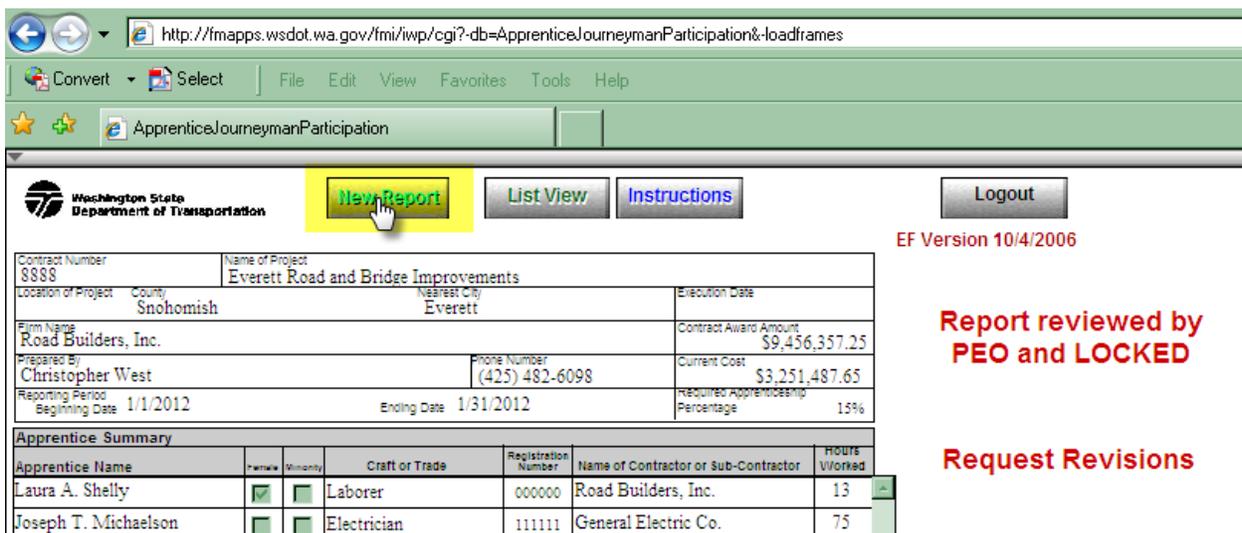
The contract number and name of the project appear at the top of the screen. If you enter information for multiple projects, be sure to check this and make sure you have logged in to the correct account.

Creating a New Report

To create a **New Report**, click on any existing report in the **List View**. Sometimes the cursor has trouble finding the field to click on. When your cursor changes from an arrow to a hand, you will know that you are selecting a report.



When you enter the report you selected, click the **New Report Button** to create a **New Report**.



Filling Out a Report

There are a few different sections in the **Report View** that represent different sections of the reporting and reporting process: **Contract Information**, **Command Buttons**, **Apprentice Information**, **Journeyman Information**, **Remarks** and **Certification** (shown below).

Washington State Department of Transportation

Buttons: **New Report** | **List View** | **Instructions** | **Save** | **Logout** | **Print View**

Contract Information (highlighted purple)

Project Number: 8888 | Title of Project: Everett Road and Bridge Improvements
 Location of Project: Snohomish | Nearest City: Everett | Reporting Date: 6/13/2011
 Firm Name: Road Builders, Inc. | Contract Award Amount: \$57.25
 Reporting Period: Christopher West | (425) 468-8765 | \$7.65
 Beginning Date: 5/31/2012 | Ending Date: | 15%

Apprentice Information (highlighted yellow)

Apprentice Name	Click box to mark for Delete	Primary	Minority	Craft or Trade	Registration Number	Name of Contractor or Sub-Contractor	Hours Worked
Laura A. Shelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laborer	000000	Road Builders, Inc.	
Joseph T. Michaelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	111111	General Electric Co.	
Melissa P. Andrus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operator	222222	Road Builders, Inc.	
Eric Whiteside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	333333	General Electric Co.	
Jessica Fornev	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operator	444444	Safe Way Traffic Control Co.	
Titus O. Capestany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truck Driver	555555	Road Builders, Inc.	
Johnny M. Tapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operator	666666	Road Builders, Inc.	
Phillip D. Barclay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ironworker	777777	Snohomish Rebar	
Somer Mostafavi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Operator	888888	Road Builders, Inc.	
Kenneth M. Graves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laborer	999999	Safe Way Traffic Control Co.	
Zana O. Wackenhut	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carpenter	999991	Road Builders, Inc.	
Joseph T. Michaelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	111111	General Electric Co.	

Command Buttons (highlighted pink)

Submit via Email (highlighted pink)

EF Version 10/4/2006
NEW

When you submit this report it will generate an email for you to send to notify the Project Office of your report. If you do not see the e-mail, please send a manual email to Fettigj@wsdot.wa.gov letting them know it is ready for review.

Cumulative Totals	
Appr Hrs	3491
Journey Hrs	14090
Appr Pot	19.9%

Add these many New Apprentices **2**

When entering a new apprentice, enter their registration number and click "Refresh Apprentice Information." Any information in the system for the apprentice will come up automatically. If the information does not come up or needs to be changed, make the change in the field and then click the "Save" button.

Refresh Apprentice Information

[Look up an Apprentice ID at Labor & Industries](#)

Delete the Apprentices marked with "D"

Add this many New Journeyman Crafts or Trades **1**

Delete the Journeyman records marked with "D"

Journeyman Information (highlighted orange)

Number of Journeyman	Craft or Trade	Click box to mark for Delete	Hours Worked
		<input type="checkbox"/>	

Remarks (highlighted green)

Certification (highlighted blue)

I, the undersigned, do hereby certify under penalty of perjury that the items listed herein represent the proper hourly totals for Apprenticeship/Journeyman participation during this reporting period.

Printed Name: _____ Title: _____
 Email for this Report: fettigj@wsdot.wa.gov

We will go over how to fill out each section of the **New Report**, discussing **Command Buttons** as appropriate on the following pages.

Filling Out a Report - Contract Information

Washington State Department of Transportation

[New Report](#) [List View](#) [Instructions](#) [Save](#) [Logout](#)

EF Version 10/4/2006
NEW

Submit via Email

When you submit this report it for you to send to notify the F report. If you do not see the e manual email to FettigJ@wsdot.com know it is ready for review.

Project Number	18888			Name of Project	Everett Road and Bridge Improvements		
Location of Project	County	Snohomish		Nearest City	Everett		
Firm Name	Road Builders, Inc.			Contract Award Amount	\$9,436,357.25		
	Christopher West			Phone Number	(425) 482-6098		
Reporting Period	Beginning Date	5/31/2012		Ending Date	05/31/2012		
				Current Cost	\$3,251,487.65		
				Required Apprenticeship Percentage	15%		

Apprentice Name	Registration Number	Name of Contract

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Cumulative Totals	
Appr Hrs	3491
Journey Hrs	14090
Appr Pct	19.9%

Before you begin entering **Apprentice Information** or **Journeyman Information** in your **New Report**, make sure that the **Contract Information** section of the report is filled out accurately. Most of the information in this section should be populated automatically. Check the highlighted field to make sure the information is correct:

- **Prepared By:** The name of the person that filled out the report.
- **Phone Number:** The telephone number of the person that filled out the report.
- **Reporting Period Beginning Date:** The earliest date in the monthly period reported on.
- **Reporting Period Ending Date:** The latest date in the monthly period reported on.

Filling Out a Report - Apprentice Information

To begin entering **Apprentice Information**, tell the system about how many apprentices you would like to add using the **Add These Many New Apprentices Command Button** by typing in the number of apprentices you would like to add in the field to the right of the button and then clicking the **Add These Many New Apprentices Command Button**. Then enter in the Registration Number of each apprentice.

Apprentice Summary						
Apprentice Name	Female	Minority	Craft or Trade	Registration Number	Name of Contractor or Sub-Contractor	Hours Worked
	<input type="checkbox"/>	<input type="checkbox"/>		000000		
	<input type="checkbox"/>	<input type="checkbox"/>		111111		
	<input type="checkbox"/>	<input type="checkbox"/>		222222		
	<input type="checkbox"/>	<input type="checkbox"/>		333333		
	<input type="checkbox"/>	<input type="checkbox"/>		444444		
	<input type="checkbox"/>	<input type="checkbox"/>		555555		
	<input type="checkbox"/>	<input type="checkbox"/>		666666		

for you to send to notify the Project Office of your report. If you do not see the e-mail, please send a manual email to FettigJ@wsdot.wa.gov letting them know it is ready for review.

Cumulative Totals	
Appr Hrs	3491
Journey Hrs	14000
Appr Pct	19

STEP #1

Add these many New Apprentices **7**

When entering a new apprentice, enter their registration number and click "Refresh Apprentice Information." Any information in the system for the apprentice will come up automatically. If the information does not come up or needs to be changed, make the change in the field and then click the "Save" button.

Then click the **Save Command Button** at the top of the screen to automatically retrieve the Apprentice Name, Female or Minority Indicator, Craft or Trade and Contractor Information for each apprentice.

New Report
List View
Instructions
Save

Logout
Print View

EF Version 10/4/2006

NEW

Submit via Email

Project Number: 8888	Name of Project: Everett Road and Bridge Improvements		
Location of Project: Snohomish	County: Snohomish	Nearest City: Everett	Reporting Date: 8/15/2011
Firm Name: Road Builders, Inc.	Contract Award Amount: \$9,456,357.25	Current Cost: \$3,251,487.65	Required Apprenticeship Percentage: 15%
Reporting Period: Christopher West	Phone: (425) 482-6098	Beginning Date: 5/31/2012	Ending Date: 05/31/2012

Apprentice Summary						
Apprentice Name	Female	Minority	Craft or Trade	Registration Number	Name of Contractor or Sub-Contractor	Hours Worked
Laura A. Shelly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laborer	000000	Safe Way Traffic Control Co.	68
Joseph T. Michaelson	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	111111	General Electric Co.	125
Melissa P. Andrus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operator	222222	Road Builders, Inc.	95
Eric Whiteside	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	333333	Road Builders, Inc.	84
Jessica Fornev	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Operator	444444	Road Builders, Inc.	31
Titus O. Capestany	<input type="checkbox"/>	<input type="checkbox"/>	Truck Driver	555555	Road Builders, Inc.	86
Johnny M. Tapp	<input type="checkbox"/>	<input type="checkbox"/>	Laborer	666666	Safe Way Traffic Control Co.	14

Add these many New Apprentices **7**

Fill out any missing or incorrect information, enter the hours worked and click the **Save Command Button**.

Filling Out a Report - Journeyman Information

To complete the **Journeyman Information** section of the **New Report**, you can begin as you did with the **Apprentice Information** section of the **New Report** by telling the system how many journeyman occupations you would like to add using the **Add This Many New Journeyman Crafts or Trades Command Button**. Then for Craft or Trade that performed work on the project, list the Number of Journeyman and Hours Worked.

Journeyman Summary			
Number of Journeyman	Craft or Trade	Click box to mark for Delete	Hours Worked
2	Electrician	<input type="checkbox"/>	301
6	Operator	<input type="checkbox"/>	528
10	Laborer	<input type="checkbox"/>	412
2	Truck Driver	<input type="checkbox"/>	98
2	Traffic Control Painter	<input type="checkbox"/>	8
3	Surveyor	<input type="checkbox"/>	6
1		<input type="checkbox"/>	

Select the Craft or Trade from the dropdown menu for each occupation.

Number of Journeyman	Craft or Trade	Click box to mark for Delete	Hours Worked
2	Electrician	<input type="checkbox"/>	301
6	Operator	<input type="checkbox"/>	528
10	Laborer	<input type="checkbox"/>	412
2	Truck Driver	<input type="checkbox"/>	98
2	Traffic Control Painter	<input type="checkbox"/>	8
3	Surveyor	<input type="checkbox"/>	6
1		<input type="checkbox"/>	

Filling Out a Report - Remarks and Certification

Enter any remarks you would like to make about the report in the **Remarks** section. Your remarks can be anything that would be helpful information to the project office for their review of your report. You can also add any information that is helpful to you and your apprentice utilization tracking to this section.

Then complete the **Certification** section of the report. Be sure to type your Name, Title and then check to make sure the e-mail address is correct.

Add this many New Journeyman Crafts or Trades

6

Delete the Journeyman records marked with "D"

Remarks

1 Laborer that performed 8 hours was a landscape laborer.

Number of Journeyman	Craft or Trade	Click box to mark for Delete	Hours Worked
2	Electrician	<input type="checkbox"/>	301
6	Operator	<input type="checkbox"/>	528
10	Laborer	<input type="checkbox"/>	412
2	Truck Driver	<input type="checkbox"/>	98
2	Traffic Control Painter	<input type="checkbox"/>	8
3	Surveyor	<input type="checkbox"/>	6
1	Laborer	<input type="checkbox"/>	8

I, the undersigned, do hereby certify under penalty of perjury that the items listed herein represent the proper hourly totals for Apprenticeship/Journeyman participation during this reporting period.

Printed Name	Title
Jenna M. Fettig	Contract Administration Officer
Email for this Report	
fettigj@wsdot.wa.gov	

FormView related web NEW

After completion of the **Certification** section of the report, you are ready to submit your report.

Submitting a Report

When you are ready to submit your report, click the **Submit Via E-mail Command Button**.

Clicking the **Submit Via E-mail Command Button** generates an E-mail that should pop up as shown below. There is no need to fill out the To or CC field of the e-mail, this will be done for you. You may add any other comments you would like to make to the body of the e-mail however, it will be filled out for you. **You must click the Send Button on the e-mail.**

If the e-mail does not come up when you click the **Submit Via E-mail Command Button**, follow the instructions under the button to submit an e-mail manually.

Revising a Report - Request Revisions

If you discover that you need to make changes to a report that you have already submitted, you will need to request that the report be unlocked using the **Request Revisions Command Button**. In the **List View** section of the system, select the report you want to make revisions to.

Last Report	Prepared By	Current Costs	App. Hrs.	Jour. Hrs.	% App. Hrs.	Contractor	PEO
1/31/2012	Christopher West	\$3,251,487.65	655	2078	24.0%	Yes	Yes
2/29/2012	Christopher West	\$3,251,487.65	315	2617	10.7%	Yes	Yes
03/31/2012	Christopher West	\$3,251,487.65	920	3183	22.4%	Yes	Yes
4/30/2012	Christopher West	\$3,251,487.65	1601	6212	20.5%	Yes	Yes
5/30/2012	Christopher West	\$3,251,487.65				Yes	No
05/31/2012	Christopher West	\$3,251,487.65	503	1361	27.0%	Yes	No
Totals shown only include numbers for reports submitted and locked for Contractor (Yes)			3491	14090	19.9%		

When you open the report, you will notice the text to the right of the **Contract Information** that says that the report is locked. Below the text you will see the text **Request Revisions**. Click on this text to generate an e-mail asking for the report to be unlocked. If the e-mail does not appear for you, e-mail fettigi@wsdot.wa.gov to ask for a revision.

Washington State Department of Transportation

EF Version 10/4/2006

Contract Number 8888	Name of Project Everett Road and Bridge Improvements
Location of Project County: Snohomish City: Everett	Erection Date
Firm Name Road Builders, Inc.	Contract Award Amount \$9,456,357.25
Prepared by Christopher West	Current Cost \$3,251,487.65
Reporting Period Beginning Date: 5/31/2012 Ending Date: 05/31/2012	Required Apprenticeship Percentage 15%

Report submitted to WSDOT and LOCKED for Contractor

Request Revisions

Apprentice Name	Female	Minority	Craft or Trade	Registration Number	Name of Contractor or Sub-Contractor	HOURS WORKED
Laura A. Shelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laborer	000000	Safe Way Traffic Control Co.	68
Joseph T. Michaelson	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	111111	General Electric Co.	125

Revising a Report - Request Revisions

When the e-mail comes up, **be sure to click the Send Button on the e-mail.**

Washington State Department of Transportation

New Report List View Instructions Logout

EF Version 10/4/2006

Contract Number: 8888 Name of Project: Everett Road and Bridge Improvements

Location of Project: Snohomish County Election Date: N/A

Firm Name: Road Builders, Inc. Prepared By: Christopher West

Reporting Period: Beginning Date: 5/31/2011

Apprentice Summary

Apprentice Name	Laura A. Shelly
Joseph T. Michaelson	
Melissa P. Andrus	
Eric Whiteside	
Jessica Forney	
Titus O. Capestany	
Johnny M. Tapp	

Message: Unlock Report for Contractor - Mess...

From: [Redacted]

To: valentc@wsdot.wa.gov

Cc: Fettig, Jenna

Subject: Unlock Report for Contractor

Please unlock the Statement of Apprentice/Journeyman Participation summary that starts on 5/31/2012 and ends on 05/31/2012 for contract 8888. I need to make further revisions to this report and will resubmit after completing them.

Report submitted to WSDOT and LOCKED for Contractor

Request Revisions

You will receive an e-mail notifying you that the report is ready for your changes when it has been unlocked. After you are notified that the report has been unlocked, you may return to the system and make your changes. You will notice on the **List View** that the report says it is unlocked for the Contractor and the PEO.

fettigj@wsdot.wa.gov Submittal Process Locked for Contractor PEO Instructions

Last Report	Prepared By	Current Costs	App. Hrs.	Jour. Hrs.	% App. Hrs.	Contractor	PEO
1/31/2012	Christopher West	\$3,251,487.65	655	2078	24.0%	Yes	Yes
2/29/2012	Christopher West	\$3,251,487.65	315	2617	10.7%	Yes	Yes
03/31/2012	Christopher West	\$3,251,487.65	920	3183	22.4%	Yes	Yes
4/30/2012	Christopher West	\$3,251,487.65	1601	6212	20.5%	Yes	Yes
05/31/2012	Christopher West	\$3,251,487.65	503	1361	27.0%	No	No
Totals shown only include numbers for reports submitted and locked for Contractor (Yes)			3491	14090	19.9%		

View Contract Summary

Delete an Apprentice or Journeyman

If you need to delete an apprentice or journeyman from the **Apprentice Information** or **Journeyman Information** section of the report, click the aqua box next to the record you want to delete in either section of the form. Once you have indicated which record(s) you want to delete, click the **Delete the Apprentices Marked With "D" Command Button** or the **Delete the Journeyman Records Marked With "D" Command Button** as applicable.

Apprentice Summary						
Apprentice Name	Click box to mark for Delete	Female	Trade	Registration Number	Name of Contractor or Sub-Contractor	Hours Worked
Laura A. Shelly	<input type="checkbox"/>	X		000000	Safe Way Traffic Control Co.	68
Joseph T. Michaelson	<input checked="" type="checkbox"/>			111111	General Electric Co.	125
Melissa P. Andrus	<input type="checkbox"/>	X	Operator	222222	Road Builders, Inc.	95
Eric Whiteside	<input type="checkbox"/>		Electrician	333333	Road Builders, Inc.	84
Jessica Forney	<input type="checkbox"/>	X	Operator	444444	Road Builders, Inc.	31
Titus O. Capestany	<input type="checkbox"/>		Truck Driver	555555	Road Builders, Inc.	86
Johnny M. Tapp	<input type="checkbox"/>		Laborer	666666	Safe Way Traffic Control Co.	14

STEP #1

Cumulative Totals	
Appr Hrs	3491
Journey Hrs	14090
Appr Pct	19.9%

Add these many New Apprentices **7**

When entering a new apprentice, enter the registration number and click "Refresh / Information." Any information in the system apprentice will come up automatically. If information does not come up or needs changed, make the change in the field and click the "Save" button.

STEP #2

[Look up an Apprentice ID at Labor & Industries](#)

Delete the Apprentices marked with "D"

Add this many New Journeyman Crafts or Trades **6**

Delete the Journeyman records marked with "D"

Journeyman Summary			
Number of Journeyman	Craft or Trade	Click box to mark for Delete	Hours Worked
2	Electrician	<input checked="" type="checkbox"/>	301
6	Operator	<input type="checkbox"/>	32
10	Laborer	<input type="checkbox"/>	412
2	Truck Driver	<input type="checkbox"/>	98
2	Traffic Control Painter	<input type="checkbox"/>	8
3	Surveyor	<input type="checkbox"/>	6
1	Laborer	<input type="checkbox"/>	8

STEP #1

Remarks
1 Laborer that performed 8 hours was a landscape laborer.

Refreshing Apprentice Information

If you made a change to an apprentice record and wish to revert to what was there before, you can use the **Refresh Apprentice Information Command Button** to attempt to get the old information back. Clicking this button pulls the most current information the system contains for **every apprentice on the report**. Because this button pulls the most current information, it is not recommended that you use it when revising an old report. It may be effective if you have just made a change on a current report. If you need to change information about an apprentice on an older report, it is recommended that you manually change the information and then click the **Save Button**.



New Report
List View
Instructions
Save

Logout
Print View

EF Version 10/4/2006
NEW

Submit via Email

When you submit this report it will generate an email for you to send to notify the Project Office of your report. If you do not see the e-mail, please send a manual email to FettigJ@wsdot.wa.gov letting them know it is ready for review.

Apprentice Summary						
Apprentice Name	Click box to mark for Delete	Renew	Priority	Craft or Trade	Registration Number	Hours Worked
Laura A. Shelly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laborer	000000	68
Joseph T. Michaelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	111111	125
Melissa P. Andrus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operator	222222	95
Eric Whiteside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrician	333333	84
Jessica Fornev	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operator	444444	31
Titus O. Capestany	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Truck Driver	555555	86
Johnny M. Tapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		666666	14
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Cumulative Totals	
Appr Hrs	3491
Journey Hrs	14090
Appr Pct	19.9%

Add these many New Apprentices

7

When entering a new apprentice, enter their registration number and click "Refresh Apprentice Information." Any information in the system for the apprentice will come up automatically. If the information does not come up or needs to be changed, make the change in the field and then click the "Save" button.

Refresh Apprentice Information

[Look up an Apprentice ID at Labor & Industries](#)

Delete the Apprentices marked with "D"

Look Up an Apprentice's Registration Number

If you are unaware of an apprentice's registration number, you can look them up by name using L&I's Apprentice Registration Tracking System (ARTS). For information about Oregon Apprentices, you must call Oregon L&I at (971) 673-0780.

Washington State Department of Transportation

EF Version 10/4/2006

NEW

Submit via Email

When you submit this report it will generate an email for you to send to notify the Project Office of your report. If you do not see the e-mail, please send a manual email to FetfigJ@wsdot.wa.gov letting them know it is ready for review.

Apprentice Name	to mark for Delete	Primary	Minority	Craft of Trade	Registration Number	Name of Contractor or Sub-Contractor	HOURS Worked
Laura A. Shelly	<input type="checkbox"/>	X		Laborer	000000	Safe Way Traffic Control Co.	68
Joseph T. Michaelson	<input checked="" type="checkbox"/>			Electrician	111111	General Electric Co.	125
Melissa P. Andrus	<input type="checkbox"/>	X		Operator	222222	Road Builders, Inc.	95
Eric Whiteside	<input type="checkbox"/>			Electrician	333333	Road Builders, Inc.	84
Jessica Fornev	<input type="checkbox"/>	X		Operator	444444	Road Builders, Inc.	31
Titus O. Capestany	<input type="checkbox"/>			Truck Driver	555555	Road Builders, Inc.	86
Johnny M. Tapp	<input type="checkbox"/>			Laborer	666666	Safe Way Traffic Control Co.	14

Cumulative Totals	
Appr Hrs	3491
Journey Hrs	14090
Appr Pct	19.9%

Add these many New Apprentices **7**

When entering a new apprentice, enter their registration number and click "Refresh Apprentice Information." Any information in the system for the apprentice will come up automatically. If the information does not come up or needs to be changed, make the change in the field and then click the "Save" button.

Refresh Apprentice Information

[Look up an Apprentice ID at Labor & Industries](#)

Delete the Apprentices marked with "D"

Click on the link **Look up an Apprentice ID at Labor & Industries** below the **Refresh Apprentice Information Command Button**. Clicking on this link will pull up a new window in your internet browser where you can look up apprentice information in L&I's database. Here, you can look up an apprentice with their ID number, Last Name, First Name, Status, Program ID or any combination of the above.

Printing a Report

If you enter your e-mail address in the **List View**, you will automatically be mailed a copy of each report you submit as well as a Contract Summary Report each time you submit a report. It may take a few days for the automatically generated report to be e-mailed to you, but it will arrive. If you want to save or print copies of your monthly reports, this is the best way to go about doing so. Please note that you need to enter your e-mail address logged in to each contract - there is no e-mail address for reports field in the companywide login.

You can also use the **Print View Control Button** to generate the report in a web form that may print better than the version normally seen in your browser. Your browser and printer settings may prevent this from being formatted as neatly as the version you will receive if you provide your e-mail address.



New Report
List View
Instructions
Save

Logout
Print View

EF Version 10/4/2006
NEW

Submit via Email

When you submit this report it will generate an email for you to send to notify the Project Office of your report. If you do not see the e-mail, please send a manual email to FattigJ@wsdot.wa.gov letting them know it is ready for review.

Apprentice Summary						
Apprentice Name	Remove	Print	Craft or Trade	Registration Number	Name of Contractor or Sub-Contractor	HOURS Worked
Laura A. Shelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laborer	000000	Safe Way Traffic Control Co.	68
Joseph T. Michaelson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrician	111111	General Electric Co.	125
Melissa P. Andrus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Operator	222222	Road Builders, Inc.	95
Eric Whiteside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrician	333333	Road Builders, Inc.	84
Jessica Forney	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Operator	444444	Road Builders, Inc.	31
Titus O. Capestany	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Truck Driver	555555	Road Builders, Inc.	86
Johnny M. Tapp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laborer	666666	Safe Way Traffic Control Co.	14
	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Cumulative Totals	
Appr Hrs	3491
Journy Hrs	14090
Appr Pct	19.9%

Add these many New Apprentices
7

Company-wide Login

If your company has many contracts with WSDOT and there is an interest in monitoring progress on all contracts, your company can use the **Company Wide Login** to see how you are doing over all. The **Company Wide Login List View** looks a little different than than List View for a single contract. It contains all reports for all contracts that your company has started to date. It lists the Contract Number, Project Name, Report End Date, Preparer Name, Apprentice Hours, Journeyman Hours and Actual Apprentice Utilization for each report submitted.

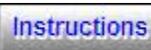
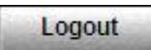
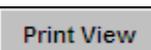
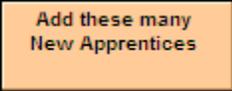
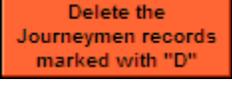
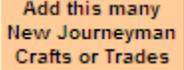
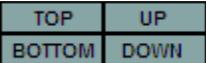
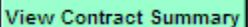
The totals at the bottom of the list represent company-wide attainment which can be a useful demonstration should you need to submit Good Faith Effort documentation.

It is recommended that individual contract reports be entered using the project login for each contract as this view provides the preparer more options for tracking their attainment and the status of their reports.

Statement of Apprentice/Journeyman Participation <i>Road Builders, Inc.</i>				TOP	UP	Instructions	Logout		
Click on a project record to go to the form				BOTTOM	DOWN				
Contract Number	Name of Project	Last Report	Prepared By	Top record 1 of 17		Current Costs	App. Hrs.	Jour. Hrs.	% App. Hrs.
1111	Olympic Region Bridge Deck Repairs	5/31/2012	Jenna M. Fettig				783	7909	9.0%
8888	Everett Road and Bridge Improvements		Christopher West			\$3,251,487.65			
8888	Everett Road and Bridge Improvements		Christopher West			\$3,251,487.65			
8888	Everett Road and Bridge Improvements		Christopher West			\$3,251,487.65	10	63	13.7%
8888	Everett Road and Bridge Improvements		Christopher West			\$3,251,487.65			
8888	Everett Road and Bridge Improvements		Christopher West			\$3,251,487.65			
8888	Everett Road and Bridge Improvements	1/31/2012	Christopher				5209	2078	71.5%
8888	Everett Road and Bridge Improvements	2/29/2012	Christopher West				315	2617	10.7%
8888	Everett Road and Bridge Improvements	03/31/2012	Christopher West				920	3183	22.4%
8888	Everett Road and Bridge Improvements	4/30/2012	Christopher West				1601	6212	20.5%
8888	Everett Road and Bridge Improvements	5/23/2012	Christopher			\$3,251,487.65			
8888	Everett Road and Bridge Improvements	05/31/2012	Christopher West			\$3,251,487.65	503	1361	27.0%
8888	Everett Road and Bridge Improvements	06/30/2012	Christopher West						
8888	Everett Road and Bridge Improvements	7/30/2012	Christopher West						
9999	Seattle Concrete Replacement	6/30/2011	Jenna M Fettig						
9999		2/8/2012							
9999		2/29/2012	Jenna M Fettig			\$9,569,569.00		12365	20.0%
9999		3/31/2012	Jenna M Fettig			\$9,569,569.00	1341	1800	9.0%
Road Builders, Inc.							96684	169074	36.4%

Totals are representative of all reports for all projects and provide company-wide attainment on WSDOT projects

Command Buttons Cheat Sheet

	<p>To create a new report for an existing contract that you are logged in to you must click this button. It may take a moment for the new report to come up. Be patient and press the button only once.</p>
	<p>Clicking this button takes you back to a list of reports for a contract or contractor.</p>
	<p>Clicking this button takes you to instructions about command buttons and form field instructions</p>
	<p>Clicking this button saves any changes you have made to a report... use frequently!</p>
	<p>Click this button to log out of the system. Always log out when you end a session.</p>
	<p>Clicking this button generates a version of a report that is formatted to print from your web browser</p>
	<p>If you are ready to submit your report to WSDOT, click this button. An e-mail should come up. Be sure to send the e-mail. If the e-mail is not generated, be sure to follow the instructions to the right of the Submit Via E-mail button. You need only press the button once.</p>
	<p>Enter the number of apprentices you would like to add in the box to the right of this command button and then click the button - it will add the number of lines to the report.</p>
	<p>Clicking this button reverts apprentice information to the most recent known in the system. Use caution!</p>
	<p>Click the aqua boxes in each apprentice record you want to delete. Then click this button and they will be deleted from the report.</p>
	<p>Click the aqua boxes in each journeyman record you want to delete. Then click this button and they will be deleted from the report.</p>
	<p>Enter the number of journeyman occupations you would like to add in the box to the right of this command button and then click the button - it will add the number of lines to the report.</p>
	<p>Clicking on these four buttons moves you around in the List View if you have too many reports to be shown on one page.</p>
	<p>This button generates a detailed report about cumulative apprentice utilization for a project.</p>

Resources

WSDOT's Apprentice Utilization Web Page

<http://www.wsdot.wa.gov/biz/construction/Apprenticeship.cfm>

Frequently Asked Questions

<http://www.wsdot.wa.gov/biz/construction/ApprenticeshipFAQ.cfm>

Quick Reference Guide

<http://www.wsdot.wa.gov/biz/construction/Apprenticeship/QuickReference2.pdf>

Apprentice Registration and Tracking System

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/ARTS/default.asp>

Apprentice Utilization General Special Provision

See your contract or visit: <http://www.wsdot.wa.gov/Design/projectdev/GSPAmendments.htm>
and find the General Special Provision in Division 1 General Requirements, [1-07.OPT1.GR1](#)

L&I Apprenticeship Coordinators

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/About/AppCoordinators/default.asp>

Index

Accessing the System	3
Account Name	4
Account Name and Password Button	4
Add These Many New Apprentices Command Button	11, 22
Add This Many New Journeyman Crafts or Trades Command Button	12, 22
Apprentice Information	9, 11, 17
Apprentice Registration and Tracking System (ARTS)	19, 23
Certification	9, 13
Click Box To Mark For Delete Row Boxes	17
Command Buttons	9, 22
Companywide Login	4, 21
Companywide Login List View	21
Contract Information	9, 10
Contract Summary Button	7, 22
Create Report	8
Delete the Apprentices Marked With "D" Command Button	17, 22
Delete the Journeyman Records Marked With "D" Command Button	17, 22
Electronic Reporting	9
E-mail Field	5
Fill Out a Report	9, 10, 11, 12, 13
Frequently Asked Questions	23
General Special Provision	23
Instructions Button	5, 22
Journeyman Information	9, 12, 17
L&I Apprenticeship Coordinators	23
List View	5, 6, 7, 8
Logging In to the System	4
Login Button	4
Logout Button	5, 22
Look Up an Apprentice ID at Labor & Industries	19
Navigation Field	5, 22
New Report	8
New Report Button	8, 22
Password	4
Print View Command Button	20, 22
Printing Reports	20
Quick Reference Guide	23
Refresh Apprentice Information Command Button	18, 22
Remarks	9, 13
Report Fields	6
Report View	5, 9
Request Revisions	15
Request Revisions Command Button	15
Resources	23
Save Command Button	11, 18, 22
Sign up for PDF Reports	4, 20
Submit a Report	14
Submit Via E-mail Command Button	14, 22
Totals Fields	7

Questions? Call (360) 705-6859