

Apprenticeship Program Virtual Training Agenda

Training Event Details

One-day session

9:00 AM to 3:00 PM CST

Training Site Address

[Training Site Address \(Opens in a new window\)](#)

Training Events – Day 1

Introduction and Agenda Review

The instructor will welcome training participants and review the training agenda.

Training Participant Login

Participants will practice logging into the WIT Training site.

System Overview

The instructor will conduct a system overview, covering the basics on how to use the system.

Client System Registration

Participants will practice creating an individual account for the purpose of training.

Apprenticeship Program Application

Participants will practice creating an Apprenticeship program application to perform the required data entry.

Apprenticeship Participation Ribbon

Participants will establish the customer's date of program participation to initiate program enrollment (service delivery) and complete a participation record.

Apprenticeship Activities / Enrollment/ Services Ribbon

Participants will practice recording multiple service types.

Apprenticeship Measurable Skills Gain Ribbon

Participants will practice documenting skills the individual gained in the Apprenticeship program.

Apprenticeship Credentials Ribbon

Participants will practice documenting credentials the individual attained in the Apprenticeship program.

Apprenticeship Exit / Outcome Ribbon

Participants will practice creating this form to exit the individual from the Apprenticeship program.

Apprenticeship Reports

Participants will learn where to access and run Apprenticeship Program reports.

End of Session Review

The instructor will check participant understanding of the presented content.

Conduct Training Survey

Participants will complete an online survey to provide training feedback.