

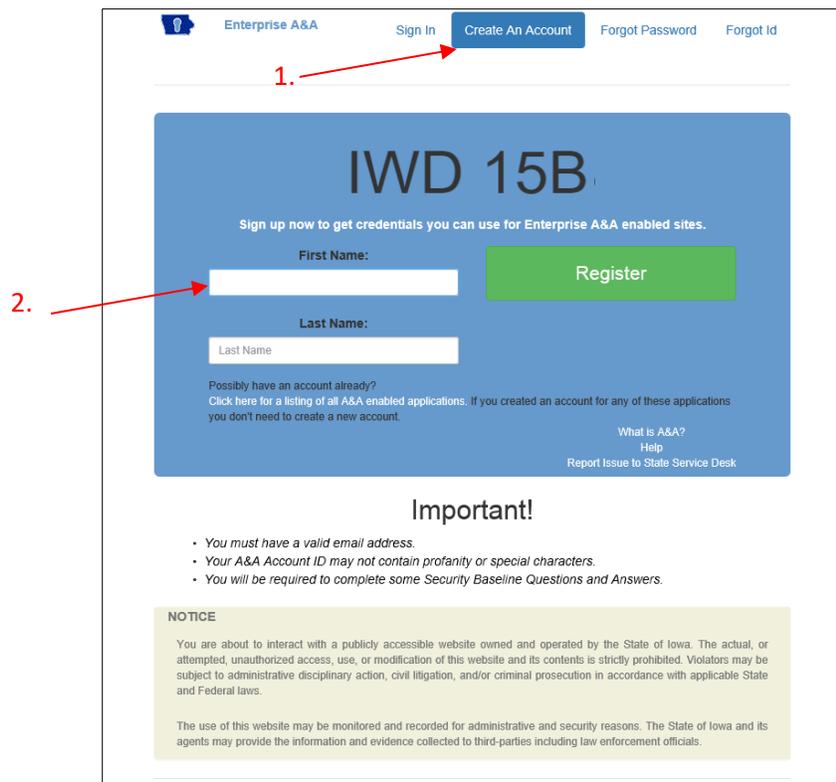
To apply for the state of Iowa’s Chapter 15B (Iowa Apprenticeship Act) grant training funds, users must create an Enterprise Authentication & Authorization (A&A) account. This account will provide users with the credentials needed to log into the 15B data system and manage their application.

Creating an A&A Account for 15B

1. To create an Enterprise A&A account, go to: 15b.iowaworkforcedevelopment.gov
2. On the far right side of the screen, select the “Log on” tab



3. You will be taken to the Enterprise A&A landing page. Select the “Create an Account” tab at the top of the page. To create an account, enter your first name and last name into the fields provided and select “Register.”



4. Enter user information and provide an email address. Select “Save Account Details” when finished.

The screenshot shows a registration form on a blue background. At the top, the text "IWD 15B" is displayed in a large, bold, black font. Below this, the form contains several input fields and buttons. The "Account Id:" field is pre-filled with "TEST4.TEST4@IOWAID". The "First Name:" field contains "Test4", and the "Last Name:" field also contains "Test4". There are empty input fields for "Email:" and "Confirm Email:". At the bottom of the form, there are three buttons: a green "Save Account Details" button, a white "Cancel" button, and a dashed "Help" button.

5. The account information will be sent by email to the email address provided.

The screenshot shows a confirmation message on a blue background. At the top, the text "IWD 15B" is displayed in a large, bold, black font. Below this, the text reads: "An email has been sent to the email address you provided. It will contain your Account id and instructions to complete your registration." This is followed by a paragraph: "The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register." Below this is a section titled "Possible reasons you did not receive the email to confirm your account." with a numbered list of three items: "1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.", "2. The email may have gone to your spam, junk, or blocked email folders.", and "3. In rare occurrences email security products are not allowing this email to be received normally." At the bottom, a "Please note:" section states: "If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over."

6. Locate the email with the account information and click on the link provided in the body of the email. This link will take you back to the Enterprise A&A landing page to finish establishing your account credentials.

Account Activation Process:
Step 1. Click the following link: <http://test.iowa.gov/entaa/sso?regToken=3089983fc0fd419bf48e0bdeb29eb6bb> (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)
Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)
Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)
Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

7. On the Enterprise A&A landing page, select your preferred security questions and provide answers. Click "Save Identity Baseline" when finished.

Identity Baseline

IWD 15B

Identity Baseline for **KYLE.WHITAKER@IOWAID**

On this page, you must create your *Identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

What was your first job?

Answer 1: **Confirm:**

Question 2:

-- Select Question --

Answer 2: **Confirm:**

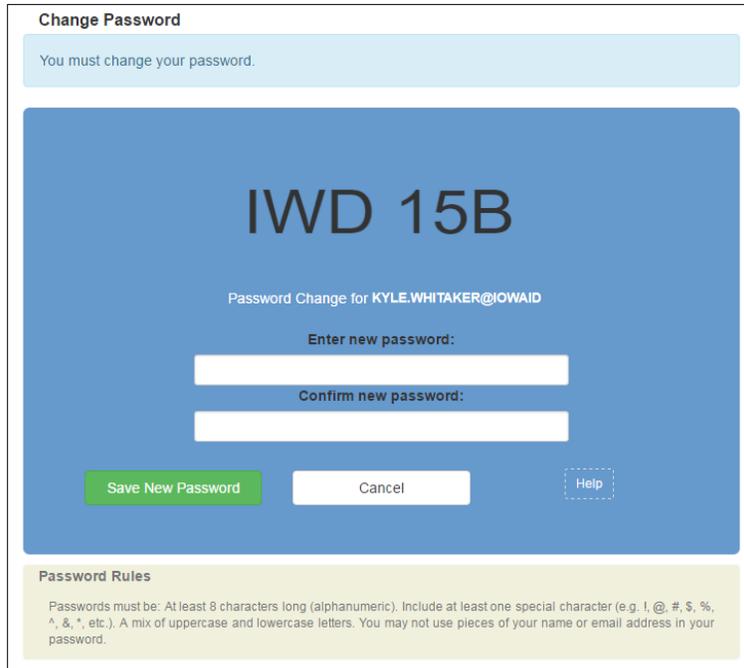
(Create your own questions)

Question 3:

Answer 3: **Confirm:**

[Save Identity Baseline](#) [Help](#)

8. Enter a new password for your account and select “Save New Password.”



Change Password

You must change your password.

IWD 15B

Password Change for KYLE.WHITAKER@IOWAID

Enter new password:

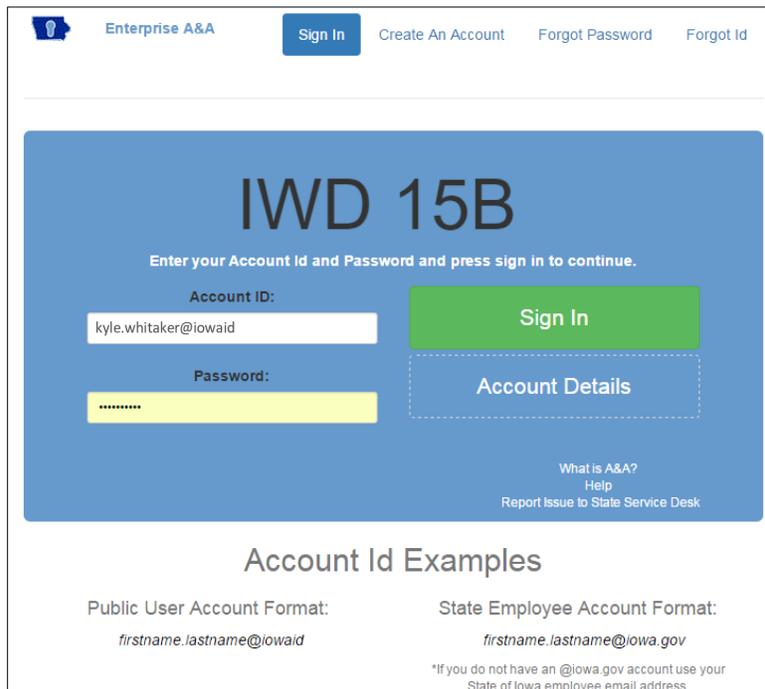
Confirm new password:

[Save New Password](#) [Cancel](#) [Help](#)

Password Rules

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

9. You should now successfully have registered for an Enterprise A&A account. Use this page to log in to the 15B data system. **Note:** Remember, when logging in, enter your Account ID as your [firstname.lastname@iowaid](#)



Enterprise A&A [Sign In](#) [Create An Account](#) [Forgot Password](#) [Forgot Id](#)

IWD 15B

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:

[Sign In](#) [Account Details](#)

[What is A&A?](#)
[Help](#)
[Report Issue to State Service Desk](#)

Account Id Examples

Public User Account Format:
firstname.lastname@iowaid

State Employee Account Format:
firstname.lastname@iowa.gov

*If you do not have an @iowa.gov account use your State of Iowa employee email address.

10. After successfully logging in, you will be directed to the User Account landing page. For step 1 of the User Account request landing page, use the drop-down box to find your sponsor name. Click “Next” once you have it selected.

- a. **Please note:** If you do not see your sponsor name, contact Kris Byam at: kristopher.byam@iwd.iowa.gov to have your name added.

User Account Request
Step 1 of 3 - Select your Sponsor

What Sponsor do you represent?

Note: If you do not see your Sponsor/Lead Sponsor name in the list above, please contact Jill Lippincott@iowaeda.com to have your Sponsor/Lead Sponsor name added to the system before you may request User access.

Next

11. For Step 2, enter the Federal Tax ID#, and contact information for the sponsor that has been selected and click “Next”

Note: If you are the first contact to be established for your business, you do not need to select a contact that you are working with; you will be established as the primary contact for the business.

Please select the contact at Test Sponsor you are working with

Federal Tax ID #

Please verify your contact information

First Name: Test 2

Last Name: Test 2

Title:

Email Address: kris.byam@gmail.com

Phone:

Next

12. Finally, for Step 3, click “Confirm” for the information to be sent to the 15B administrator for approval.

12. For Step 3, enter the Federal Tax ID#, and contact information for the sponsor/lead sponsor that has been selected and click “Next”

Note: If you are the first contact to be established for your business, you do not need to select a contact that you are working with; you will be established as the primary contact for the business.

Please select the contact at Test Sponsor you are working with

Federal Tax ID #

Please verify your contact information

First Name

Last Name

Title

Email Address

Phone

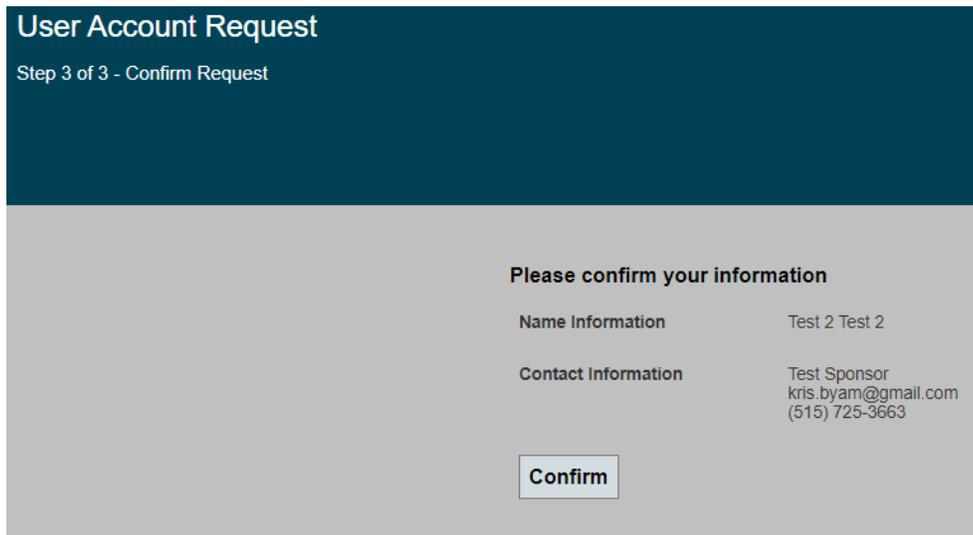
13. Finally, for Step 4, click “Confirm” for the information to be sent to the 15B administrator for approval.

User Account Request

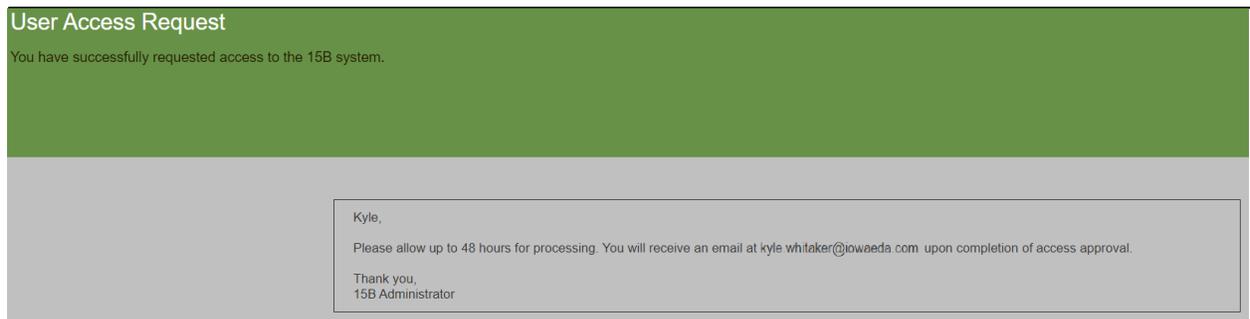
Step 3 of 3 - Confirm Request

Please confirm your information

Name Information	Test 2 Test 2
Contact Information	Test Sponsor kris.byam@gmail.com (515) 725-3663



13. Once confirmed, the following screen will appear.



14. The Iowa Workforce Development (IWD) Administrator will also be notified that you have requested access to the 15B data system.

15. You will receive the following email once IWD has approved your request to access the 15B data system.

User Access Request Approved

You have been granted access to the 15B System. Please login using the credentials below:

Account Id: KYLE.WHITAKER@IOWAID

Password: *The password you used to create the account*

Please go to the link below to login to the 15B System:

[Logon](#)

16. After you have successfully logged in you can begin the application process

Creating and Filling out an Application for 15B

1. After logging into the 15B system, click on the “Applications” tab.

15(B) DEV

[Click Here](#)

Home | **Applications** | Loans

Welcome to the 15B System for the Iowa Apprenticeship Act Program

15B seeks to increase the number of registered apprentices in Iowa by assisting eligible apprenticeship programs in the form of training grants.

NOTE: Remember to keep your RAPIDS data current!

The 15B system is used by IWD for administering the Iowa Apprenticeship Act.

What You Can Do in the 15B System:

- 1 Send Application Forms**
You can select apprenticeship application form and email them to the sponsor.
- 2 Check Application Status**
You can view the status of pending applications.

2. Click “Add” to create a New Application.

Applications Grid

This area contains a grid list of the applications currently in the 15B System

Click Here [Add](#) [Edit](#) [Details](#) [Status](#) [Documents](#) [Delete](#) [Lock](#) [CheckList](#)

Submitted	Application Status	Loan ID#	Application Type	Sponsor
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- 2a. Use the drop-down box "Select Application Type:" and select "Apprenticeship Application". Next, use the next drop-down box "Select Sponsor:" to find your sponsor name. Finally, use the last drop-down box "Select Sponsor Contact:" to select the contact name for the application.

Please note: If you do not see your sponsor organization, contact Kris Byam at: kristopher.byam@iwd.iowa.gov to have your name added.

Application Forms

This area contains a list of the Application Forms you can choose from

Select Application Type: Apprenticeship Application

Select Sponsor:

Select Sponsor Contact: 0

Start Application Download

3. From this point forward, you will enter the necessary information into the Application. The system saves your work every time you click the "Next" button (by clicking the "Next" button you advance to the next page). This is a state secured system which only allows 20 minutes for each section before it times out. You will be prompted when you reach 19 minutes. If you don't proceed to the next page after this time limit, the system will time out and the data you have entered will be lost.

Section 1 - Registered Apprenticeship Program Information

- 4 Enter in Applicant Information. This information will be used to populate other areas of the application.

Eligibility

The Iowa Apprenticeship Act seeks to increase the number of registered apprentices in Iowa by assisting eligible apprenticeship programs in the form of training grants. Only a sponsor or lead sponsor with an apprenticeship program registered with the U.S. Department of Labor (DOL) Office of Apprenticeship may apply for a training grant.

SECTION 1 - Registered Apprenticeship Program Information

1. Check one of the following if the application is from a sponsor or lead sponsor (only one may be checked.)

a. Sponsor
b. Lead Sponsor

1B. Applicant Information

First Name:	<input type="text"/>	Title:	<input type="text"/>
Last Name:	<input type="text"/>	Email Address:	<input type="text"/>
Address 1:	<input type="text"/>	Telephone Number:	<input type="text"/>
Address 2:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text"/>	Zip:	<input type="text"/>

5. Click "Add Sponsor/Lead Sponsor Information" to fill out basic information regarding your Registered Apprenticeship program name.

2. Complete the following:

[Click Here](#)

Apprenticeship Program Name	DOL/OA Identification #	Commands
You have not added any Sponsor/Lead Sponsor Information.		

Displaying items 0 - 0 of 0

- a. If you are a Lead Sponsor you will need to repeat this process until you have all participating sponsors listed. As the Lead Sponsor you can enter N/A for your (U.S. DOL/OA) Identification #.

Insert

Apprenticeship Program Name

DOL/OA Identification #

Street Address

City

State

County

Zip Code

Click Here →

b. Click "Insert" when finished.

6. Once you have entered all Registered Apprenticeship program(s), click "Next."

Eligibility

The Iowa Apprenticeship Act seeks to increase the number of registered apprentices in Iowa by assisting eligible apprenticeship programs in the form of training grants. Only a sponsor or lead sponsor with an apprenticeship program registered with the U.S. Department of Labor (DOL) Office of Apprenticeship may apply for a training grant.

SECTION 1 - Registered Apprenticeship Program Information

1. Check one of the following if the application is from a sponsor or lead sponsor (only one may be checked.)

a. Sponsor

b. Lead Sponsor

2. Complete the following:

Add Sponsor/Lead Sponsor Information.

Apprenticeship Program Name	DOL/OA Identification #	Commands
The great Company	4256359	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Displaying items 1 - 1 of 1

← Click Here

[Back to Applications](#)

Section 2 – Apprenticeable Occupations and Related Technical Instruction (RTI)

- In this section list, you are asked to list all the occupations within your Registered Apprenticeship program. Please note that **Classroom** and **Online** training hours are recognized differently. All in-person classroom hours are recognized after verification of the number of hours with Department of Labor. Due to COVID the Governor issued a proclamation regarding online training hours and how they will be recognized in 2020. A detailed explanation is provided under Section 2.

Click “Add Occupation” to add each application and fill out the subsequent portion of training hours that are conducted in person in a classroom and online.

SECTION 2 - Apprenticeable Occupations and Related Technical Instruction (RTI)

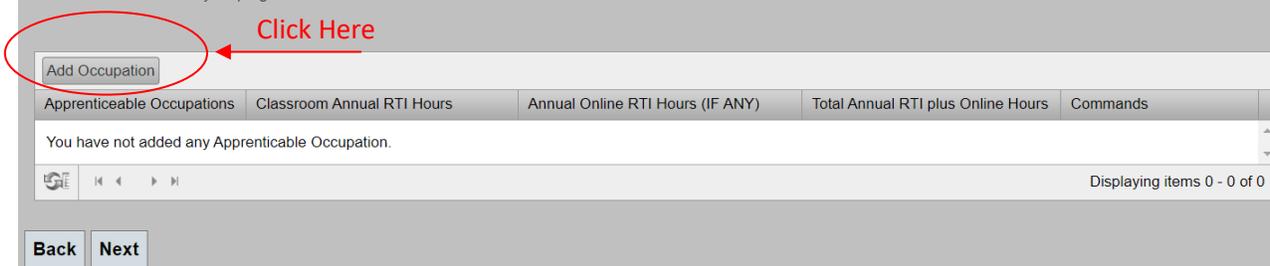
At Section 27 of the March 26, 2020 Proclamation of Disaster Emergency, Governor Kim Reynolds temporarily suspended the regulatory provisions of Iowa Code § 15B.4 to the extent they limit the use of online instruction in determining contact hours for apprenticeship sponsors and lead apprenticeship sponsors. The suspension is limited only to instruction provided during the duration of the Proclamation or any subsequent extension of the suspension. The suspension has remained in effect since that date and was extended to November 15, 2020 at 11:59 p.m. at Section 129 of the Proclamation of Disaster Emergency issued October 16, 2020. The suspension may be extended beyond that date and time. Therefore, to determine the total number of contact hours for apprenticeship sponsors and lead apprenticeship sponsors, IEDA will take into consideration time spent in online training during the period of suspension. The calculation will be done on a pro rata basis. For example, a suspension that runs from March 26, 2020 through 11:59 p.m. on December 31, 2020 is 281 days long. For apprenticeship sponsors and lead apprenticeship sponsors, 281/365 of the hours spent in online training will be considered “contact hours”. That number will then be added to the number of in-person hours. FOR EACH OCCUPATION, please provide annual instruction hours, specifying the number of hours spent in online training AND the number of hours spent in in-person training. Enter the current apprenticeable occupations within your Registered Apprenticeship program. For each occupation, list the Classroom Annual RTI Hours and Online Annual RTI Hours that are required for the occupation in the appropriate columns below.

Please note:

- Classroom hours are those that are conducted in person
- For both classroom and online hours – please only list the annual number of hours your apprentice completes each year of your program according to your Apprenticeship standards, not the total amount of hours for your entire program.

If your program does not have an Online RTI Hour Component, enter “0” in the Online RTI Hour column. The total hours will be added and should reflect the Total Annual RTI Hours for your program.

Click Here

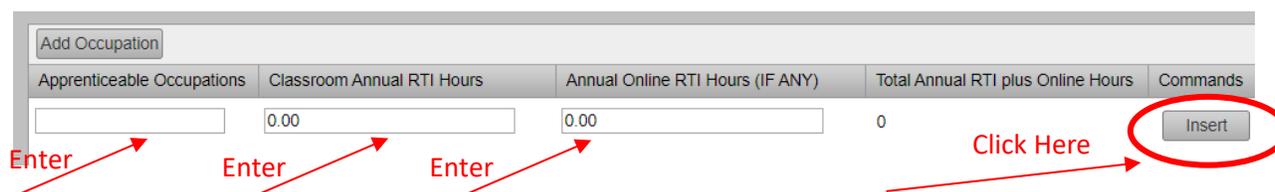


Apprenticeable Occupations	Classroom Annual RTI Hours	Annual Online RTI Hours (IF ANY)	Total Annual RTI plus Online Hours	Commands
You have not added any Apprenticeable Occupation.				

Displaying items 0 - 0 of 0

Back **Next**

- Enter the **Annual RTI Hours for the prior calendar year for the occupation.**
- Enter **Annual Online Training Hours for the prior calendar year for the occupation, if applicable.**
- The system will auto-calculate the total hours for your program. *Please note – these hours will be reviewed and compared to the hours listed in your standards on file with the Department of Labor. You will be contacted if there is a discrepancy.*
- Click “Insert” when finished and repeat for each apprenticeable occupation.



Apprenticeable Occupations	Classroom Annual RTI Hours	Annual Online RTI Hours (IF ANY)	Total Annual RTI plus Online Hours	Commands
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0	<input type="button" value="Insert"/>

Enter Enter Enter Click Here

8. Once you have entered all the apprenticeable occupations, click “Next.”

Plumbing	33	120	153	Edit	Delete
Electrical	144	20	164	Edit	Delete
Mechanic	144	0	144	Edit	Delete

Click Here

Back Next

Section 3 - DOL/OA Approvals

9. Section 3 is related to verifying your approval as a Registered Apprenticeship program DOL/OA.
 - a. You may choose to upload documents now, using the “Upload Document” link or finish the application and upload them using the “Documents” link at a later time. (See Page 26 for instructions on how to Upload documents after progressing through the entire application).
 - b. To upload the documents from the application, click “Upload Document” to open a separate window in which you can upload the DOL-OA certification. Please note: If you have applied for 15B funding in the past, you do not need to upload it again.

Section 3 - Approvals by DOL/OA

1. If this is your first year applying for 15B funding, please use the link below to upload a copy of your program’s Registration Certificate.

If you have applied for 15B funding in the past and have provided a copy of your certificate, you do not need to upload it again.

If applying as a lead sponsor, please submit a sampling of member’s registrations certificates and a list reflecting each member’s DOL/OA registration number.

[Upload Document](#)

Click Here

2. Please upload a copy of your program’s most recent compliance review (CR) or quality assessment (QA) as recently approved by DOL/OA.

If you do not have a compliance review or quality assessment document from the DOL/OA, please note so in the text box below and IEDA staff will follow-up with you.

[Upload Document](#)

Back Next

- c. Using the “Document type to upload” Drop-down box select the type of Document you are uploading. For DOL-OA certifications, select “Apprenticeship Sponsor Certification.”

Upload Application Documents

In this area you can select the document type of the file you want to upload, browse for and find the document, and enter the date the document was signed, if applicable. You are uploading documents for Application #20221214212545 - Test Sponsor Name

Document type to upload:

File to upload:

Date Document was Signed:

[Close the Window](#)

- Select --
- Select --
- Apprenticeship Sponsor Certification
- Form A Affidavit
- Form B Affidavit
- Form C Affidavit
- Stakeholder Support

- d. Select the “Choose file” to choose the file to upload from your computer.

Upload Application Documents

In this area you can select the document type of the file you want to upload, browse for and find the document, and enter the date the document was signed, if applicable. You are uploading documents for Application #20221214212545 - Test Sponsor Name

Document type to upload:

File to upload:

Date Document was Signed:

[Click Here](#)

[Close the Window](#)

- Select --
- Select --
- Apprenticeship Sponsor Certification
- Form A Affidavit
- Form B Affidavit
- Form C Affidavit
- Stakeholder Support

- e. Enter the date the registration certificate was signed and click “Upload.” You will see the document listed in the list of Uploaded Documents. This list will continue to grow as more documents are uploaded to your application as needed.

Application Documents

This area contains a grid list of the documents associated with this application.
You are currently working on Application #20221214212545 - Test Sponsor Name

[Upload Document](#)

Document	Date Signed	Date Uploaded
Apprenticeship Sponsor Certification		12/14/2021 9:30:56 PM
Apprenticeship Sponsor Certification	12/14/2021 12:00:00 AM	12/14/2021 9:31:20 PM

[Back to Applications List](#) [Close the Window](#)

- f. Click “Close Window” and this window will close, and you can continue with your application.
- g. Repeat steps 10c through 10f to upload your latest compliance review or quality assessment from the DOL, selecting either selection from the Drop-down list when uploading.
- h. Select “Next” when finished uploading these documents.

Section 3 - Approvals by DOL/OA

1. If this is your first year applying for 15B funding, please use the link below to upload a copy of your program's Registration Certificate.
If you have applied for 15B funding in the past and have provided a copy of your certificate, you do not need to upload it again.
If applying as a lead sponsor, please submit a sampling of member's registrations certificates and a list reflecting each member's DOL/OA registration number.
[Upload Document](#)

2. Please upload a copy of your program's most recent compliance review (CR) or quality assessment (QA) as recently approved by DOL/OA.
If you do not have a compliance review or quality assessment document from the DOL/OA, please note so in the text box below and IEDA staff will follow-up with you.
[Upload Document](#)

[Back](#) [Next](#) [Click Here](#)

11. When all training facilities have been entered, click “Next.”

Section 4 - Physical Location and Address Where Related Technical Instruction(RTI) is Conducted

For each apprenticeable occupation within your Registered Apprenticeship program, please provide the location of where the in person classroom training is conducted. If the address is the same for all of your occupations, only list it once.

Add Physical Location

RTI Location Name	City	State	Commands
Training Center	Des Moines	IA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Click Here](#)

Section 5A – DOL/OA Active Registered Apprentices Information

12. In this section you will enter each ACTIVE registered apprentice who received training during the prior calendar year. Click “Add Apprentice Information.” *An Active apprentice is one who was registered as ‘Active’ in RAPIDS in your program as of December 31, 2021.*

SECTION 5A. DOL/OA Active Registered Apprentice Information

Registered "ACTIVE" Apprentices are apprentices who were active for the prior calendar year (January 1, 2018 to December 31, 2018).

For each apprentice within your program, please provide the DOL/OA Apprentice ID, and the occupation the apprentice was registered in RAPIDS in calendar year 2018. **Do not list the individual's name – we verify their ID using their Apprentice ID number only.**

Please note that the DOL/OA Appr IDs are matched with apprentice IDs in the DOL/OA RAPIDS system for verification of their ID number, and residency in Iowa. If the IDs, occupation or residency entered do not match the IDs in RAPIDS, you will be contacted to provide further verification.

Note: Under the Apprentice's Occupation, list the occupation you previously added to the system in Section 4 (i.e., Welding). Names of Apprentices should not be in this field.

[Click Here](#)

DOL/OA Appr ID	Apprentice's Occupation	Commands
39393393	Welder	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
IA20193493	Electrician	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Total: 2		

13. Enter the Apprentice’s DOL-ID Number (found in RAPIDS) and his/her apprenticeable occupation (i.e. Welder), and then click “Insert.” **DO NOT ENTER THE APPRENTICE’S NAME.** Repeat this step for each registered apprentice.

Section 5B. – DOL/OA Completed Apprentices Information

15. In this section you will enter each COMPLETED registered apprentice who completed training during the prior calendar year. Click “Add Apprentice Information.” A *COMPLETED apprentice is one that has graduated from your Registered Apprenticeship program any time during the prior calendar year (2021). COMPLETED apprentices does not include apprentices that canceled or suspended their participation in a Registered Apprenticeship program.*

SECTION 5B. DOL/OA Completed Apprentices Information

"Completed" Apprentices are apprentices who completed their Registered Apprenticeship program at any time during the prior calendar year (January 1, 2018 to December 31, 2018). This does not include any apprentices that dropped-out, canceled or suspended their Registered Apprenticeship program.

For each completed apprentice within your program, please provide the DOL/OAApprentice ID, and the occupation the apprentice was registered in RAPIDS in calendar year 2018 **Do not list the individual's name – we verify their ID using their Apprentice ID number only.**

Please note that the DOL/OAAppr IDs are matched with apprentice IDs in the DOL/OA RAPIDS system for verification of their ID number, and residency in Iowa. If the IDs, occupation or residency entered do not match the IDs in RAPIDS, you will be contacted to provide further verification.

Note: Under the Apprentice's Occupation, list the occupation you previously added to the system in Section 4 (i.e., Welding). Names of Apprentices should not be in this field.

[Add Apprentice Information](#) **Click Here**

DOL/OAAppr ID	Apprentice's Occupation	Completed Date(MM/DD/YYYY)	Commands
You have not added any Apprentice Information.			
Total: 0			

Displaying items 0 - 0 of 0

Back **Next**

Enter the Apprentice’s DOL-ID Number (found in RAPIDS) and his/her apprenticeable occupation (i.e. Welder), and the date listed in RAPIDS in which the Apprentice “Completed” his/her program. Click “Insert.” *DO NOT ENTER THE APPRENTICE’S NAME.* Repeat this step for each registered apprentice.

[Add Apprentice Information](#)

DOL/OAAppr ID	Apprentice's Occupation	Completed Date(MM/DD/YYYY)	Commands
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Insert"/>
Enter	Enter	Enter	
Total: 0			

a. Repeat this step for each registered apprentice.

16. When you have entered all ACTIVE and COMPLETED registered apprentices for each occupation, click “Next.”

Add Apprentice Information

DOL/OA Appr ID	Apprentice's Occupation	Completed Date(MM/DD/YYYY)	Commands
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total: 0			

Displaying items 0 - 0 of 0

[Back](#) [Next](#) [Click Here](#)

Section 6 – Required Certifications

17. There are three required certifications that must be printed, signed, scanned and uploaded under the “Documents” tab in the 15B data system. The following steps will walk you through how to fill out and print each document.

SECTION 6. Required Certifications

Applications submitted without the following three certifications will be considered incomplete and ineligible for award per **Iowa Ch 15A**

Please download, print and sign the following required certifications and use the link to upload each document once it has been signed. Applications submitted without the following three certifications will be considered ineligible for an award.

1. Certification Environmental and Worker Safety

A program applying for assistance must certify that the program has not violated state or federal statutes, rules, and regulations, including environmental and worker safety regulations, or, if such violations have occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment. **Use Form A to complete this certification**

[Download Form A to complete this certification](#)
[Upload form A Here](#)

2. Certification Employed at Iowa Work Site

A program applying for assistance must certify that the apprentices identified by their US/DOL identification number and listed in this application are registered with the applying sponsor or lead sponsor/s registered apprenticeship program and must also certify that each list apprentice worked in Iowa during the most recent training year. **Use Form B to complete this certification**

[Download Form B to complete this certification](#)
[Upload form B Here](#)

3. Certification Use of Training Grants

A program applying for assistance must certify Funds received shall only be used for the cost of conducting and maintaining an apprenticeship program. **Use Form C to complete this certification**

[Download Form C to complete this certification](#)
[Upload form C Here](#)

[Print Application](#)

18. Click “Download Form A to complete this certification”
- Form A will be download. Please open the downloaded File to Print the document.
 - On each printed document, fill sections highlighted in yellow below, check the appropriate boxes, and sign the form before you upload the document.

**Form A
Environmental and Worker Safety
Affidavit**

State of Iowa

County of County

I, Name, swear and affirm that I am the Title for Apprenticeship Program Name and that, to the best of my knowledge and belief, the following statements are true and accurate.

Check one of the following boxes and add company name

Check either box 1 OR box 2:

Box 1:

Apprenticeship Program Name has not, within the last five years set out below, violated state or federal statutes, rules, and regulations.

Or

Box 2:

Apprenticeship Program Name has submitted a report detailing the circumstances of all such violations of state or federal environmental or worker safety statutes, rules or regulations within the five years prior to the date set out below. Such report includes a description of mitigating circumstances and/or the basis which the applicant believes the violation(s) did not seriously affect public health or safety or the environment.

I hereby certify that the information presented to the Iowa Economic Development Authority on Date is complete, true and correct. I understand that it is a criminal violation under Iowa law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from a state agency or subdivision, as provided in Iowa Code section 15A.3 and other applicable law.

Furthermore, I understand that providing false, misleading, or fraudulent information to the IEDA may result in civil and/or criminal liabilities and penalties against the Apprenticeship Program Name and its representatives.

I further depose that the signature below is my own proper signature.

Dated: Date Signature
Signature

All documents must be signed and dated prior to uploading.

- c. Once Form A has been printed, filled out, scanned and saved, click "Upload Form A Here" to upload the document.
- d. Using the "Document type to upload" Drop-down box select the type of Document you are uploading. For DOL-OA certifications, select "Apprenticeship Sponsor Certification."

Upload Application Documents

In this area you can select the document type of the file you want to upload, browse for and find the document, and enter the date the document was signed, if applicable. You are uploading documents for Application #20221214212545 - Test Sponsor Name

Document type to upload:

File to upload:

Date Document was Signed:

[Close the Window](#)

- Select --
- Select --
- Apprenticeship Sponsor Certification
- Form A Affidavit
- Form B Affidavit
- Form C Affidavit
- Stakeholder Support

- e. Select the “Choose file” to choose the file to upload from your computer.

Upload Application Documents

In this area you can select the document type of the file you want to upload, browse for and find the document, and enter the date the document was signed, if applicable. You are uploading documents for Application #20221214212545 - Test Sponsor Name

Document type to upload:

File to upload:

Date Document was Signed:

[Click Here](#)

[Close the Window](#)

- Select --
- Select --
- Apprenticeship Sponsor Certification
- Form A Affidavit
- Form B Affidavit
- Form C Affidavit
- Stakeholder Support

- f. Enter the date the registration certificate was signed and click “Upload.” You will see the document listed in the list of Uploaded Documents. This list will continue to grow as more documents are uploaded to your application as needed.

Application Documents

This area contains a grid list of the documents associated with this application.
You are currently working on Application #20221214212545 - Test Sponsor Name

[Upload Document](#)

Document	Date Signed	Date Uploaded
Apprenticeship_Sponsor_Certification		12/14/2021 9:30:56 PM
Apprenticeship_Sponsor_Certification	12/14/2021 12:00:00 AM	12/14/2021 9:31:20 PM
Stakeholder_Support	12/14/2021 12:00:00 AM	12/14/2021 10:12:47 PM
Stakeholder_Support	12/15/2021 12:00:00 AM	12/15/2021 2:43:00 PM
Form A Affidavit	12/15/2021 12:00:00 AM	12/15/2021 2:49:35 PM

[Back to Applications List](#) [Close the Window](#)

20. Follow Steps 20a through 20f to download

g. Click "Close Window" and this window will close and you can continue with your application.

20. Follow steps 20a through 20g to download Forms B and C, fill out the appropriate sections (shown below), scan and upload them into the system.

**Form B
Employed at Iowa Work Site
Affidavit**

State of Iowa
County of County Name

I, Name, swear and affirm that I am the Title for Apprenticeship Program Name and that, to the best of my knowledge and belief, the following statements are true and accurate.

Apprenticeship Program Name has identified registered apprentices by their DOL/OA apprentice identification number and that each apprentice represented in this application are registered with the United States Department of Labor worked some time in Iowa during the most recent training year.

Apprenticeship Program Name also certifies that each listed apprentice worked more than a de minimis amount of time in Iowa during the most recent training year.

I hereby certify that the information presented to the Iowa Economic Development Authority on Date is complete, true and correct. I understand that it is a criminal violation under Iowa law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from a state agency or subdivision, as provided in Iowa Code section 15A.3 and other applicable law.

Furthermore, I understand that providing false, misleading, or fraudulent information to the IEDA may result in civil and/or criminal liabilities and penalties against the Apprenticeship Program Name and its representatives.

I further depose that the signature below is my own proper signature.

Dated: Date Signature
Signature

All documents must be signed and dated prior to uploading.

Form C
Use of Iowa Apprenticeship Training Grants
Affidavit

State of Iowa

County of County Name

I, Name, swear and affirm that I am the Title for Apprenticeship Program Name and that, to the best of my knowledge and belief, the following statements are true and accurate.

Apprenticeship Program Name in submitting this application confirm and acknowledge that funding awarded under the Iowa Apprenticeship Program will only be used for the cost of conducting and maintaining an apprenticeship program as represented in this application and will not be used for any unauthorized expenses or purposes.

I hereby certify that the information presented to the Iowa Economic Development Authority on Date is complete, true and correct. I understand that it is a criminal violation under Iowa law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from a state agency or subdivision, as provided in Iowa Code section 15A.3 and other applicable law.

Furthermore, I understand that providing false, misleading, or fraudulent information to the IEDA may result in civil and/or criminal liabilities and penalties against the Apprenticeship Program Name and its representatives.

I further depose that the signature below is my own proper signature.

Dated: Date Signature
Signature

All documents must be signed and dated prior to uploading.

21. Before submitting, you may Print a copy of your application by clicking "Print Application."

[Download Form C to complete this certification](#)

[Upload form C Here](#)

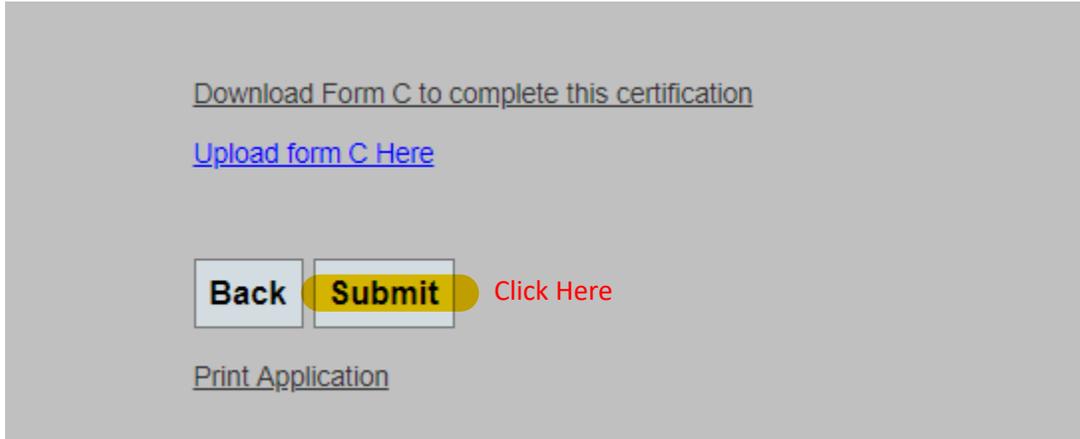
Back

Submit

[Print Application](#) Click Here

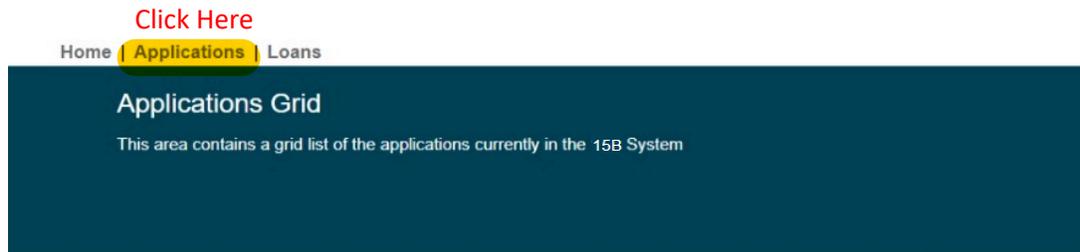
22. Do not Click “Submit” unless you have uploaded each document. To learn how to upload each document into the system all at once, see the **Uploading Document Section on Page 26**.

23. When all documents have been uploaded click “Submit” to submit your application. Once your application has been submitted, you will not be able to make any changes or edits to your application.



Uploading Documents

24. Once you are ready to upload each of the signed documents, click on the “Applications” tab at the top of the window, which will take you to the Applications grid.



25. In the Applications grid, you will see all the applications that you have started or submitted.
- Highlight the current started application.
 - Click on the “Documents” tab.

Applications Grid

This area contains a grid list of the applications currently in the 15B System

Manage Applications Click Here							
Add	Edit	Details	Status	Documents	Delete	Lock	Check
Submitted	Application Status	Loan ID#	Application Type				
3/6/2015	Started	20153695055	Apprenticeship Application				
3/6/2015	Started	201536154817	Apprenticeship Application				
3/9/2015	Approved	2015369617	Apprenticeship Application				

26. On the Documents page, you can upload the documents that you have printed once they have been signed. Click "Upload Document" once the documents have been filled out, printed, signed, scanned and are ready for upload.

[Home](#) | [Applications](#) | [Loans](#) | [Reports](#)

Application Documents

This area contains a grid list of the documents associated with this application.
You are currently working on Application #20221222173241 - Test Sponsor

[Upload Document](#)

No documents have been uploaded for this application.

[Back to Applications List](#) [Close the Window](#)

27. Click on the drop-down arrow and choose the appropriate document type to upload.

Upload Application Documents

In this area you can select the document type of the file you want to upload, browse for and find the document, and enter the date the document was signed, if applicable. You are uploading documents for Application #20221222173241 - Test Sponsor

Document type to upload:

File to upload:

Date Document was Signed:

[Back to List](#) [Close the Window](#)

- Select --
- Select --
- Apprenticeship Sponsor Certification
- Compliance Review
- Due Diligence
- Emails
- Environmental Quality
- Form A Affidavit
- Form B Affidavit
- Form C Affidavit
- Quality Assessment
- Registration Certificate

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28. Upload your file type and enter the date the document was signed. Click “Upload.” Repeat process until all documents have been uploaded.

Upload Application Documents

In this area you can select the document type of the file you want to upload, browse for and find the document, and enter the date the document was signed, if applicable. You are uploading documents for Application #20221222173241 - Test Sponsor

Document type to upload:

File to upload: No file chosen

Date Document was Signed:

[Click Here](#) [Close the Window](#)

29. When all documents have been uploaded, click “Back to List.” This will take you back to the applications grid.

30. Highlight the application that you started and then click “Edit.”

Home | Applications | Loans | Reports

Applications Grid

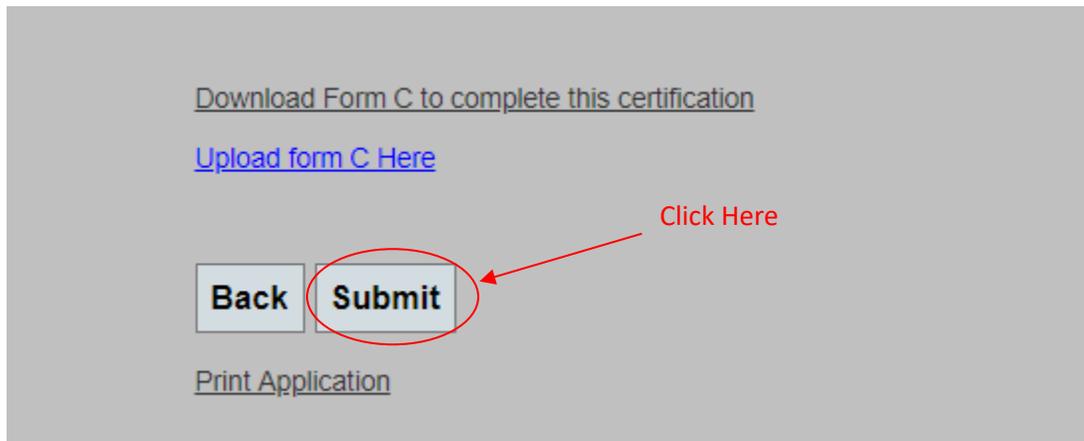
This area contains a grid list of the applications currently in the 15B System

Then Click Here

First Highlight

Manage Applications							
Add	Edit	Details	Status	Documents	Delete	Lock	CheckList
Submitted	Application Status	Loan ID#	Application Type	Sponsor			
1/3/2017	First Review Complet	20170103081653	Apprenticeship Application	Test Sponsor			

31. This will bring you back to the first page of the application. Choose the application that you would like to submit and review it by clicking on the “Edit” tab.
32. Review each page of the application for accuracy. Click the “Next” button to review subsequent pages.
33. Once you have reached the end of the application and all documents have been uploaded, click the “Submit” button.



Once you click “Submit” your application will be sent to IWD. You will then receive a confirmation that the application was successfully submitted.