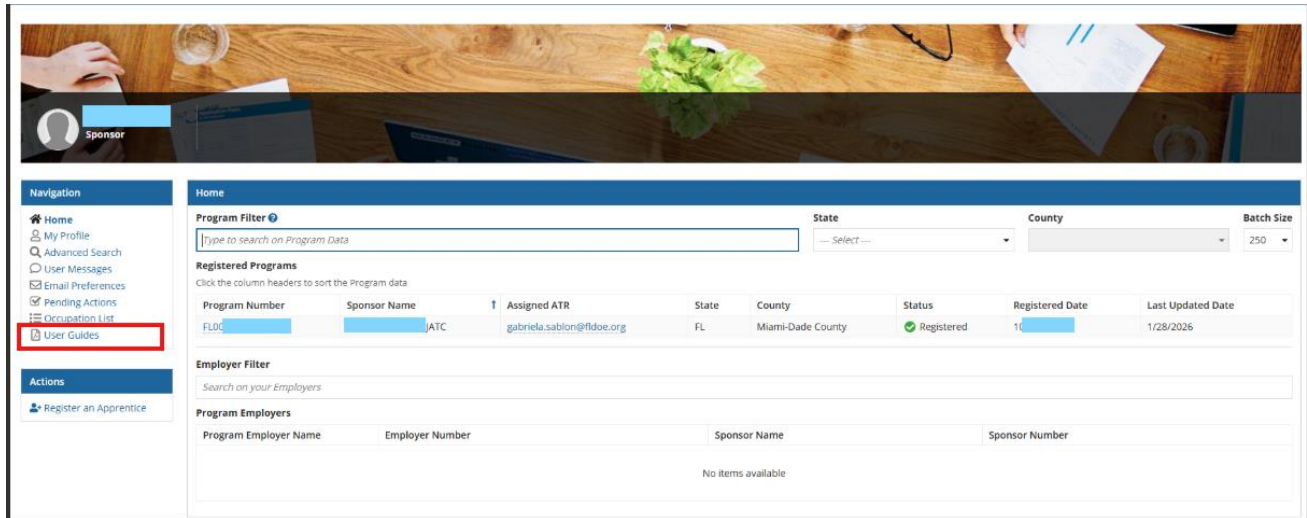


## RAPIDS USER GUIDES

Below you will find instructions on how to access the Registered Apprenticeship Partners Information Data System (RAPIDS) User Guides available to program sponsors. In the navigation panel to the left, you will find the User Guides link.



It is recommended that apprenticeship program sponsors and coordinators review the following user guides published by US Department of Labor:

- Sponsor User Guide
- Adding a New Employer to a Sponsor Record
- How to Register an Apprentice including Career Lattice Occupation
- Apprentice Registration Bulk Upload
- Apprentice Cancel
- Apprentice Complete
- Apprentice Transfer
- Apprentice Update
- Sponsor Davis-Bacon Certification
- Sponsor DocuSign Process for program
- Apprenticeship Agreement Tipsheet

While Apprenticeship Program sponsors have access to several features in RAPIDS, The Florida Department of Education Office of Apprenticeship recommends reaching out to your Apprenticeship Training Representative (ATR) for assistance with the following actions:

- Suspending Apprentices
- Adding or Removing an Occupation
- Adding or Removing an RTI Provider
- Adding or Removing User Accounts
- Adding User Accounts in Bulk
- Correcting DocuSign Documents
- Developing an Affirmative Action Plan
- Sponsor Extended Apprenticeship Program Review (EAPR)