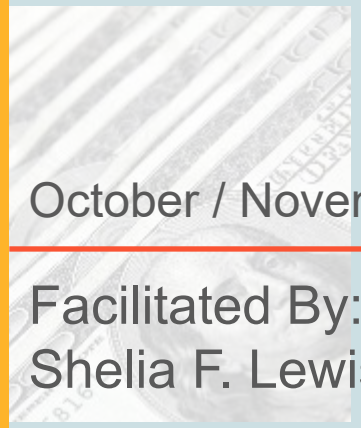





Apprenticeship Grants WIPS' Office Hours



October / November 2026

Facilitated By:
Shelia F. Lewis & Mary Ricchezza

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Agenda

- Transition from PIRL v.2021 to PIRL v.2025
- Data Elements (old and new) in the Apprenticeship (AP) Schema
- Revised Quarterly Performance Report (QPR) Template
- PIRL Revisions Information Collection Request (ICR) Open for Public Comments
- WIPS Access
- WIPS Bulletin
- Formatting Errors (e.g., column number error)
- Your Questions
- Upcoming Events/Deadlines
- Performance Reporting Resources
- Appendices





Performance Reporting Data Collection Revisions

Transition from PIRL v.2021 to PIRL v.2025

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Data Collection Revisions: What's Next for Grantees? (1 of 2)

What Grantees Should Do Now

- Download the "Apprenticeship Reporting Resources Excel File".
- Become familiar with each tab in the Excel file, especially the AP schema. Know which data elements need to be collected, and which ones no longer need to be collected.
- Revise data collection tools to include new PIRL data elements and new code values.
- Revise edit checks (i.e., valid value rules, duplicate rules, logical rules) in your system, as appropriate.

Data Collection Revisions: What's Next for Grantees? (2 of 2)

Key Action Items

- Attend WIPS Office Hours for Apprenticeship Grantees, especially staff involved in grant performance reporting.
- Communicate all data collection revisions to staff involved in grant performance reporting and others, as appropriate.
- Prepare/upload a test PIRL file using PIRL v.2025 **before** it becomes mandatory for QPRs due on November 15, 2026. (Revised data collection began on July 1, 2026. PIRL v.2021 will not be available for file uploads in WIPS.)

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Transition from PIRL v.2021 to PIRL v.2025

- Will the QPR template change? Yes.
- Will the Apprenticeship PIRL Schema change? Yes.
- What will be the effective date for the revised QPR template and PIRL v.2025 for registered apprenticeship grants?
  - The first quarter that OA grantees could use the new QPR and new AP schema is the March 31, 2026 (Q3) report quarter, due May 15, 2026.
  - **Last date to begin collecting new PIRL v.2025 data elements is July 1, 2026. PIRL v.2025 becomes mandatory with you report due on November 15, 2026.**

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REMINDER: ETA-Only Performance Reporting Information Collection Request (ICR) (2 of 3)

1. What does this mean for registered apprenticeship reporting?
   - **The number of data elements to be collected will change**
   - **Some data elements will no longer need to be collected by AP grantees**
   - **Some new data elements have been added to the PIRL**
   - **The number of columns in the PIRL data file will change from 102 to 107**
   - **The QPR template has been revised**
   - **There is no longer a separate youth QPR template**
2. The revised Apprenticeship Reporting Resource Document is published on WorkforceGPS.
3. All ETA changes are published on WorkforceGPS - Registered Apprenticeship Performance and Reporting Resources

REMINDER: ETA-Only Performance Reporting Information Collection Request (ICR) (3 of 3)

Grantees must now report PIRL 2900 (RAPIDS Number) for reportable individuals. Data elements for Reportable Individuals include:

- **OBS Number**
- **PIRL 100** – Unique individual identifier
- **PIRL 1007** – Date of most recent reportable individual contact (Date individual registers in an apprenticeship program)
- **PIRL 2900 – RAPIDS Number**
- **PIRL 2914** – Apprenticeship grants program status (funding stream identifier). All reportable individuals should be coded as "2" for Data Element 2914.
- **PIRL 2920** – Apprenticeship grant number

How are grantees collecting data on reportable individuals?

Revised QPR Template for Apprenticeship Grants

OMB Control Number: 1205-0521			
Expiration Date: 04-30-2028			
Date of Report:			ETA-9173-APPSHP
PY 20xx Qtr x Performance Report for Apprenticeship			
REPORT OVERVIEW			
Grant Overview Item	**Grant Overview Item Response**	**Time Period: (choose only one)**	**REPORTING PERIOD COVERED:**
Submitter Name:	[Grantee Response]	☐ Quarterly	mm/dd/yyyy - mm/dd/yyyy
State:	[Grantee Response]	☐ Rolling 4 Quarters	
Submitter Contact Information:	[Grantee Response]	☐ Program to Date	
Grant Number:	[Grantee Response]		
Grant Name:	[Grantee Response]		
A. SUMMARY INFORMATION			
Performance Items	**Cohort Period**	**Total Current Period**	**Program to Date**
1. Total Participants	mm/dd/yyyy - mm/dd/yyyy	A-1–1	A-1-2
1a. Total Pre-Apprentices	mm/dd/yyyy - mm/dd/yyyy	A-1a-1	A-1a-2
1b. Total Apprentices	mm/dd/yyyy - mm/dd/yyyy	A-1b-1	A-1b-2
1c. Total Incumbent Apprentices	mm/dd/yyyy - mm/dd/yyyy	A-1c-1	A-1c-2
2. Total Reportable Individuals	mm/dd/yyyy - mm/dd/yyyy	A-2-1	A-2-2
3. Total Exiters	mm/dd/yyyy - mm/dd/yyyy	A-3-1	A-3-2
B. PARTICIPANT SUMMARY INFORMATION (Cohort Period: mm/dd/yyyy - mm/dd/yyyy)			
B.1. SEX			
Performance Items	**Cohort Period**	**Total Current Period**	**Program to Date**
1a. Male	mm/dd/yyyy - mm/dd/yyyy	B-1a-1	B-1a-2
1b. Female	mm/dd/yyyy - mm/dd/yyyy	B-1b-1	B-1b-2
B.2. Ethnicity/Race			
Performance Items	**Cohort Period**	**Total Current Period**	**Program to Date**
2a. Hispanic/Latino	mm/dd/yyyy - mm/dd/yyyy	B-2a-1	B-2a-2
2b. American Indian or Alaska Native	mm/dd/yyyy - mm/dd/yyyy	B-2b-1	B-2b-2
2c. Asian	mm/dd/yyyy - mm/dd/yyyy	B-2c-1	B-2c-2
2d. Black or African American	mm/dd/yyyy - mm/dd/yyyy	B-2d-1	B-2d-2
2e. Middle Eastern or North African	mm/dd/yyyy - mm/dd/yyyy	B-2e-1	B-2e-2
2f. Native Hawaiian or Pacific Islander	mm/dd/yyyy - mm/dd/yyyy	B-2f-1	B-2f-2
2g. White	mm/dd/yyyy - mm/dd/yyyy	B-2g-1	B-2g-2
2h. Multiracial and/or Multiethnic	mm/dd/yyyy - mm/dd/yyyy	B-2h-1	B-2h-2
B.3. Education Level			
Performance Items	**Cohort Period**	**Total Current Period**	**Program to Date**
3a. In Secondary School or Equivalency Program	mm/dd/yyyy - mm/dd/yyyy	B-3a-1	B-3a-2
3b. Secondary School Graduate or Equivalent	mm/dd/yyyy - mm/dd/yyyy	B-3b-1	B-3b-2
3c. Completed 1 or More Years of Postsecondary Education	mm/dd/yyyy - mm/dd/yyyy	B-3c-1	B-3c-2
3d. Postsecondary Certification, License, or Educational Certificate (Non-Degree)	mm/dd/yyyy - mm/dd/yyyy	B-3d-1	B-3d-2
3e. Associate's Degree	mm/dd/yyyy - mm/dd/yyyy	B-3e-1	B-3e-2
3f. Bachelor's Degree or Equivalent	mm/dd/yyyy - mm/dd/yyyy	B-3f-1	B-3f-2
3g. Advanced Degree Beyond Bachelor's Degree	mm/dd/yyyy - mm/dd/yyyy	B-3g-1	B-3g-2
B.4. Other Demographics			
Performance Items	**Cohort Period**	**Total Current Period**	**Program to Date**
4a. Youth and Young Adults, Ages 16-24	mm/dd/yyyy - mm/dd/yyyy	B-4a-1	B-4a-2
4b. Adults, Ages 25-54	mm/dd/yyyy - mm/dd/yyyy	B-4b-1	B-4b-2
4c. Older Adults, Ages 55+	mm/dd/yyyy - mm/dd/yyyy	B-4c-1	B-4c-2
4d. Out-of-School Youth	mm/dd/yyyy - mm/dd/yyyy	B-4d-1	B-4d-2
4e. Individuals with a Disability	mm/dd/yyyy - mm/dd/yyyy	B-4e-1	B-4e-2
4f. Veterans	mm/dd/yyyy - mm/dd/yyyy	B-4f-1	B-4f-2

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Exit Employment and Wage Errors (1)

Employment status without a corresponding quarterly earnings is not permissible. Follow these guidelines:

- **9999999.99** is only valid when the individual has an exit date, but not enough time has passed for employment/earnings results to be measured
- **BLANK** is only allowed when the individual has not exited yet
- $0 earnings mean not employed and not employed means $0 earnings
- Earnings greater than $0 means employed and employed means earnings greater than $0
- **If you cannot validate earnings, you cannot report employment**

Exit Employment and Wage Errors (2)

For grantees who rely on CRIS, report 0s (or blanks when applicable) for the following data elements:

1600	**Employed in 1st Quarter After Exit Quarter (WIOA)**
1601	Type of Employment Match 1stQuarter After Exit Quarter(WIOA)
1602	Employed in 2nd Quarter After Exit Quarter(WIOA)
1603	Type of Employment Match 2ndQuarter After Exit Quarter (WIOA)
1604	Employed in 3rd Quarter After Exit Quarter (WIOA)
1605	Type of Employment Match 3rd Quarter After Exit Quarter (WIOA)
1606	Employed in 4th Quarter After Exit Quarter(WIOA)
1607	Type of Employment Match 4th Quarter After Exit Quarter(WIOA)
1608	Employment Related to Training (2nd Quarter After Exit) (WIOA)
1610	Occupational Code (if available)
1614	Industry Code of Employment 1st Quarter After Exit Quarter
1615	Industry Code of Employment 2nd Quarter After Exit Quarter
1617	Industry Code of Employment 4th Quarter After Exit Quarter
1618	Retention with the same employer in the 2nd Quarter and the 4th Quarter (WIOA)
1703	Earnings 1st Quarter After Exit Quarter (WIOA)
1704	Earnings 2nd Quarter After Exit Quarter (WIOA)
1705	Earnings 3rd Quarter After Exit Quarter (WIOA)
1706	Earnings 4th Quarter After Exit Quarter (WIOA)

Performance Reporting Resources for OA Grantees

- **WorkforceGPS** (Upcoming in today's Review Revisions to OA Performance Resources)
- **Apprenticeship Reporting Resources Excel File** – A brief overview will be given during this event. More details will follow during office hours later this week.
- **WIPS Help Desk**
- **One-on-one TA Sessions** – Send a message with your availability (i.e., dates and times) to apprenticeship.grants@dol.gov
- **Office Hours** – Use hyperlinks to live events in this presentation and in your in-box
- **Websites** – Focused on policy and technical assistance

REPORTING REMINDERS



Reporting Reminders: Important Dates (1)

- All grantees should submit and **certify** the data/information uploaded for QPRs and QNRs into WIPS by **11:59 PM EST on Sunday, November 15, 2026.**
- Grantees may begin uploading PIRL data files and QNR information into WIPS anytime after the last day of the reporting quarter. For example, grantees could have begun uploading data files on July 1, 2026, for the reporting period that ended June 30, 2026.
- Grantees were not able to upload PIRL data files for the quarter ending June 30, 2026, before July 1, 2026.
- **WIPS access for performance reporting staff should be obtained NOW.**

Reporting Reminders: Begin Early (3)

Begin the reporting process **EARLY**!

Remember - Reporting begins with data collection!



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Reporting Reminders: Ask for Help (4)

Ask for help **early** and ask **often** as needed!



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Reporting Reminders: Help Us Help You (5)

- Contact the WIPS' help desk using this link: WIPS Technical Assistance Request.
- Do not upload your PIRL data file into the help desk ticket or using any other method such as email.
- Provide the File ID for the data file that you uploaded. Doing so enables the WIPS team to access your data file.
- Provide a clear description of the error that you are experiencing.
- **Expect errors**—especially if you are new to uploading PIRL data files! Expect several series or levels of errors. Resolving one set of errors may reveal errors related to another set of PIRL data elements and edit checks.



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REPORTING CHECKLIST



Quarterly Reporting Checklist (1)



Obtain access for submitter/certifiers at least 4 weeks prior to the report deadline.



Are you using the correct version of the WorkforceGPS - Registered Apprenticeship Performance and Reporting Resources?



Are you reporting ALL active participants each quarter? This includes all participants enrolled during the reporting quarter AND those previously enrolled who are still active (carryover).



Be sure that ALL reportable individuals are reported each quarter. Reportable individuals from previous reporting quarters should not be deleted from the PIRL data file.

Quarterly Reporting Checklist (2)

- Make sure every row in your file has the PIRL 2914 (Apprenticeship Grants Program Status) and the PIRL 2920 (Grant Number) completed.
- Be sure you are using the correct Grant Number for PIRL 2920 (Grant Number).
- Be sure submitter/certifiers are not uploading the .csv file/PIRL data in the QNR section of WIPS.
- .csv or .txt data files for the QPR should be uploaded in the File Upload section of WIPS.
- QNRs and corresponding attachments like the Indicator Table should be uploaded under the My Reports section of WIPS where it says, “Quarterly Narrative Reports”.
- No participant data or PII should be included in the QNR.

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Quarterly Reporting Checklist (3)



Report all credentials and measurable skill gains?



Certify your PIRL data file! No certification means no report submission. Do not be concerned about the QPR results if you are certain that your data file is complete and accurate to the best of your knowledge.



Respond to all questions, as applicable, on your Quarterly Narrative Report.



Certify your Quarterly Narrative Report!



If the grant has closed/sunset/ended, no reporting is required beyond the last quarter of performance!

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UPCOMING EVENTS









Thank You For Joining Us Today!

Let's continue to **explore ideas**
to **grow Registered Apprenticeships**

Any Questions?

The Office of Apprenticeship is here to help!

Contact us at:

- SAEEI.Grant@dol.gov
- ABA.Grant@dol.gov
- ABA2.Grant@dol.gov
- SAEF.Grant@dol.gov

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Appendices:

1-WIPS' Tips
2-Archived Topics
3-Qs and As
4-WorkforceGPS Update



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APPENDIX 1:
WIPS' TIPS



WIPS' Tips (1)

1. Columns that have leading zeros should be formatted as text. If you save your file as a .csv (comma separated value) file, every time you open the file Excel will remove the leading zeros, so you must reformat it before closing out the file again.
2. The data file uploaded for your Apprenticeship grant must have all columns indicated in the most recent **Apprenticeship schema**. (Schema is short for 'schematic', or the combination of PIRL data elements for Apprenticeship.)
3. CSV or TXT files must have exactly 107 columns for **PIRL v.2025, AP Schema**
4. Column headers and extra rows or footers must be removed prior to uploading data files in WIPS.
5. WIPS will accept .txt, .csv or .gzip files. We recommend utilizing the .csv format whenever possible.
6. When testing your PIRL file, instead of uploading all participant records, try a smaller number like 5 – 10 records.

WIPS' Tips (2)

Converting Participant Records into a .csv File

- Converting participant-level data entered into an Excel spreadsheet or case management system to be saved into a table structured format that WIPS will be able to read
- Those who use an Excel file to input their participant level data will save their Excel files as a .csv file prior to uploading the file into WIPS

1	NH202000	33	3	3595				33015	20010730	2	0	0	0	0	0	0	1	0
2	NH202000	33	7	3570				33015	19951229	2	0	0	0	0	0	0	1	0
3	NH202000	33	7	3588				33015	19940818	2	0	0	0	0	0	0	1	0
4	NH202000	33	7	3570				33015	19870105	2	0	0	0	0	0	0	1	0
5	NH202000	33	7	3576				33015	20001129	2	0	0	0	0	0	0	1	0
6	NH202000	33	7	3570				33015	19720414	2	0	0	0	0	0	0	1	0

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APPENDIX 2:
ARCHIVED TOPICS



COMMON ERROR:
QPR Does Produce Expected Results – (e.g., Pre-apprenticeship status: enrolled (AKA: Number of enrolled pre-apprentices during the reporting quarter) (QPR Field F-1a-a)

1. Begin by reviewing/reading the QPR specification on Tab 9 (Adult QPR Aggregation Rules) of the Performance Reporting Resources spreadsheet:

> Count of UNIQUE RECORDS where (APPRENTICESHIP GRANT NUMBER [PIRL 2920] is not null) AND (APPRENTICESHIP GRANTS PROGRAM STATUS [PIRL 2914] = 1) AND ((PRE-APPRENTICESHIP PROGRAM STATUS [PIRL 2901] = 1) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is not null) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is within the report period) AND (DATE OF PROGRAM ENTRY [PIRL 900] is not null AND DATE OF PROGRAM ENTRY [PIRL 900] is within the report period))

2. Go to your PIRL data file and verify each data element and code value correspond with the aggregation rule. Adding filters to the PIRL file may help with this step:

> Count of UNIQUE RECORDS where (APPRENTICESHIP GRANT NUMBER [PIRL 2920] is not null) AND (APPRENTICESHIP GRANTS PROGRAM STATUS [PIRL 2914] = 1) AND ((PRE-APPRENTICESHIP PROGRAM STATUS [PIRL 2901] = 1) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is not null) AND (DATE ENROLLED IN PRE-APPRENTICESHIP [PIRL 2902] is within the report period) AND (DATE OF PROGRAM ENTRY [PIRL 900] is not null AND DATE OF PROGRAM ENTRY [PIRL 900] is within the report period))

COMMON ERROR: WIPS Column Number Error

The data file uploaded for your Apprenticeship grant must have all columns indicated in the most recent Apprenticeship schema. PIRL data files must have exactly 107 columns for the current Apprenticeship Schema (i.e., PIRL v.2025).

- ❑ Check that all column and row headers have been removed.
- ❑ Check that extra rows and footers have been removed from your PIRL data file.
- ❑ Check the file for odd formatting, stray characters (i.e., punctuation, spaces, etc.).
- ❑ Highlight your rows and columns and de-select the Text Wrap formatting in Excel.
- ❑ Copy/paste the file into NotePad or NotePad++ (preferred). Doing so, usually reveals the source of the error. Once identified, you may save the file as a .txt and upload it into WIPS.

TOPIC: Collecting Social Security Numbers (SSNs)(1)

- **Non-State** grantees and **state grantees not affiliated with a state workforce agencies** are expected to collect and report SSNs from participants.
- However, while OA grantees are required to request participants' SSNs, participants cannot be denied services if they choose to not disclose their SSN. Grantees should also ensure that when they are collecting this information from participants, they inform the participants of the reason for requesting SSNs, in accordance with the American Competitiveness and Workforce Improvement Act.
- Use disclaimer statements on intake documents telling participants why their SSNs are requested.

TOPIC: Collecting Social Security Numbers (SSNs)(2)

- Congress requires OA to report performance outcomes by grantee name on public-facing websites such as apprenticeship.gov. When SSNs are not reported; this may lead to rows of blanks instead of wage and employment outcomes to be published on websites. When this happens grantee stakeholders (i.e., Congress, governors, etc.) often have questions. To avoid this situation, grantees should collect and report SSNs.
- Additionally, the publication of blanks could "raise questions in Congress about the success of a grantee and whether grants funds are being spent in an appropriate manner. Not being able to tell your story accurately is likely to be noticed through quarterly roll-up reports from the Department of Labor to Congress.

TOPIC: Reportable Individuals

- Reportable Individuals enter a RAP that was developed with grant funds, but they do not receive a direct, grant-funded service; therefore, they are not considered "participants" – Refer to TA Aid on Reportable Individuals located at WorkforceGPS Performance Reporting. Reportable Individuals are NOT participants under
- To track and report reportable individuals, grantees must indicate the OBS number and the following PIRL data elements:
  - **OBS Number**
  - **PIRL 100** – Unique individual identifier
  - **PIRL 1007** – Date of most recent reportable individual contact (Date individual registers in an apprenticeship program)
  - **PIRL 2900 – RAPIDS Number**
  - **PIRL 2914** – Apprenticeship grants program status (funding stream identifier). **All reportable individuals should be coded as "2" for Data Element 2914.**
  - **PIRL 2920** – Apprenticeship grant number

Note: Reportable Individuals should not be removed/deleted from grantee PIRL data files. Grantees do not receive credit for any reportable individual removed/deleted from PIRL data files. That is, when reportable individuals are removed/deleted, WIPS is not able to calculate the cumulative number from the beginning of the grant's period of performance on the Quarterly Performance Report (QPR).

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TOPIC: Overwriting PIRL Data Files (Quarterly Performance Reports)



- When attempting to certify QPR data for the same reporting period that has a certified QPR data file, a warning message appears about overwriting the original file (see above).
- Clicking **CONTINUE** certifies the updated report and shows a Certification Overwritten status for the older version.

Note: Only one PIRL data file per selected program within the same quarter may be certified and reported.

TOPIC: Updated Logic Rule

- Grantees can use either code value “1” or “0” for data element PIRL 1300 (Received Training) for apprentices.

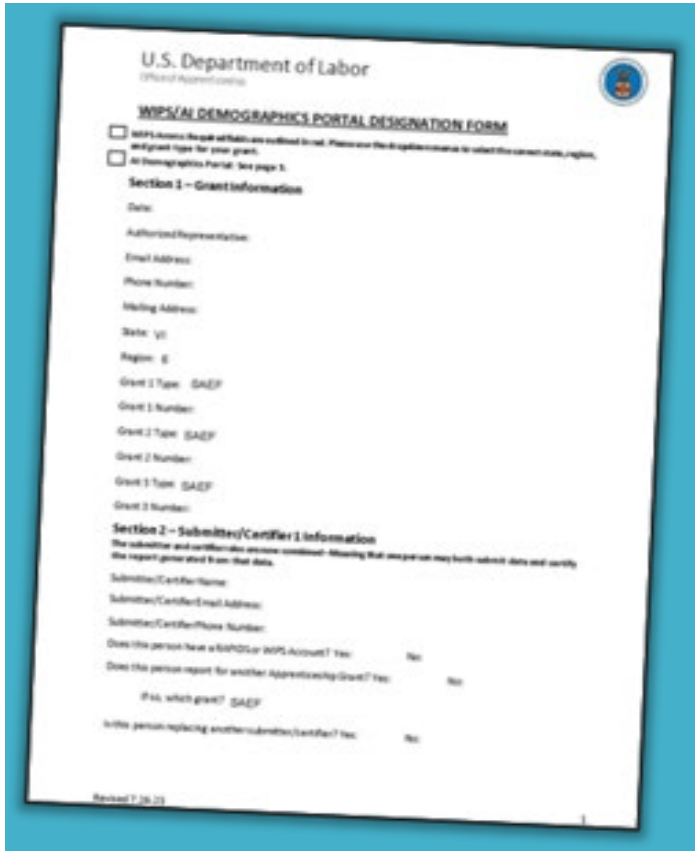
- Prior to this update, if the code value for data element PIRL 2907(Apprenticeship Program Status) equaled “1”, then PIRL 1300 also had to equal “1”.

- This way if grantees have participants who are co-enrolled in more than one Apprenticeship Grant, they are not forced to use code value “1” for both programs.

- Please note that all Registered Apprenticeship Programs should have a training aspect. All apprentices should be enrolled in training, and that should be recorded in the grantee’s data file.

TOPIC: Obtaining Access to WIPS (1)

- OA-managed grants require grantees to submit a WIPS Technical Assistance Request with the WIPS AI Demographic Portal Designation form attached for system access.
- This process must be completed for each assigned apprenticeship grant.
- Each OA-managed grant can have (3) submitter/certifiers.
- Individuals needing WIPS' access should submit their work-related email address (i.e., no Gmail, Hotmail, etc. email addresses)
- Please request WIPS access at least four weeks prior to the report due date.
- WIPS' access will expire if there is no activity for 90 days. Set a reminder to login at least once/month to remain active.


U.S. Department of Labor

WIPS/AI DEMOGRAPHICS PORTAL DESIGNATION FORM

Section 1 – Grant Information

Section 2 – Submitter/Certifier 1 Information

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TOPIC: Obtaining Access to WIPS (2)

- Go to the following link: WIPS Technical Assistance Request | U.S. Department of Labor (dol.gov)
- Complete the fields labeled Name, WIPS Email Address, WIPS User Role, and Program Related to this WIPS Inquiry (check the Registered Apprenticeship box).
- Once you check Registered Apprenticeship, you will be required to fill out the Registered Apprenticeship Grant # field. Also, a new field labeled Signed WIPS/AI Demographic Portal Designation Form will appear with an icon next to it.
- If you click on the icon, you'll see the following message, "Office of Apprenticeship grantees must also complete and upload a signed WIPS/AI Demographic Portal Designation Form, found on the Apprenticeship Grants Performance Reporting WorkforceGPS page to request WIPS access."
- Click on the WorkforceGPS - Performance Reporting hyperlink to go to the WorkforceGPS page and then download the form labeled WIPS/AI Demographics Portal Designation Form on the page.
- Fill out the form accordingly and list staff who need access to the RAPIDS Apprenticeship Information (AI) Demographic Portal as well. **NOTE:** Access to the portal does not grant access to RAPIDS.
- Have your Authorized Representative sign the form.
- Upload the completed and signed form under the field labeled Signed WIPS/AI Demographic Portal Designation Form.
- Click the submit button at the bottom.

TOPIC: Reading/Interpreting the QPR (PIRL V.2025)(1)

OMB Control Number: 1205-0521
Expiration Date: 06/30/2024
Date of Report: 2/15/2024 10:29 AM EST

ETA-9173-APPSHP-Youth

PY 2023 Qtr 12/31/2023 Performance Report for Apprenticeship Youth

Time Period: (Choose Only One) [X] Quarterly [ ] Rolling 4 Quarters [ ] Program-to-Date

Reporting Period Covered: 10/01/2023 - 12/31/2023 Certified in WIPS: 2/15/2024 2:52 PM EST

GRANT OVERVIEW

Grant Number: AP35085 **Grantee Name:** Careerwise Colorado

	Performance Items	Total Current Period	Total Previous Period
A. SUMMARY INFORMATION			
	1. Total Participants	579	456
	2. Total Reportable Individuals	0	0
	3. Total Exiters	0	0
B. PARTICIPANT SUMMARY INFORMATION			
Sex	1a Male	233	180
	1b Female	323	256
Ethnicity/Race	2a Hispanic/Latino	211	161
	2b American Indian or Alaskan Native	21	19
	2c Asian	74	49
	2d Black or African American	158	102
	2e Native Hawaiian or Other Pacific Islander	5	4
	2f White	185	179
	2g More Than One Race	107	83
Level	3a In Secondary School or Equivalency Program	541	418
	3b Secondary School Graduate or Equivalent	23	23
	3c Completed 1 or More Years of Postsecondary Education	3	1

In the **Time Period** section select the Quarterly "Time Period" or "view".

Problem: An Apprenticeship Grantee was facing issues with the following:

- Total Participants
- Total Exiters
- Demographic categories (i.e., sex, race, and ethnicity)

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TOPIC: Reading/Interpreting the QPR (PIRL V.2025)(2)

Sections of the QPR are not aggregated in the same manner:

- **Section A (Summary Information)** counts **Total Participants** to include newly enrolled during the reporting quarter **+** participants who were enrolled in prior quarters **AND** who are still actively receiving services (carryover).

- **Section A (Summary Information) counts Total Exiters** to include participants who exited prior to the current reporting quarter.

- **Section F2 (Registered Apprenticeship Program Status)** counts apprentices who started or exited their RAPs **within the reporting period.**

- **Section F3 (Type of Registered Apprenticeship Program Training Approach)** of the QPR count **all** apprentices who are still in the program (i.e. those who were enrolled during previous reporting periods (carryover) and those who were enrolled during the current reporting period).

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APPENDIX 3
Questions and Answers



Post-Exit Data Elements

Question:

How should grants complete post-exit data elements (PIRL 1600 - 1607 and PIRL 1703 - 1706)?

Answer:

Once PIRL 901 (Program Exit Date) is filled out, you must fill out the post-exit PIRL data elements.

- If the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “0”, then you must input “0” for 1601:Type of Employment Match 1st Quarter After Exit Quarter (WIOA).
- If the value you input for 1600: Employed in 1st Quarter After Exit Quarter (WIOA) is “9”, then you must input “5” for 1601:Type of Employment Match 1st Quarter After Exit Quarter (WIOA).
- “0” represents “No” for data elements 1600, 1602, 1604, and 1606 and “Not employed” for data elements 1601, 1603, 1605, and 1607.
- While “9” represents “Information not available yet” for data elements 1600, 1602, 1604, “5” represents this for data elements 1601, 1603, 1605, and 1607.
- **Please note that after a certain number of quarters, you MUST put “0” for PIRL 1600-1607. WIPS will not accept “5” or “9”.**
- For data elements PIRL 1703-1706 (Wages x Quarter After Exit), leave blank!

Note: For grantees that **do not** intend to collect and report *supplemental* employment and earnings information, DOL strongly recommends always leave these data elements blank.

Final QPRs and QNRs at the End of the POP

Question:

When is the final QNR and QPR due for grants that have reached the end of their period of performance (POP)?

Answer:

Final QPRs and QNRs are due on August 15, 2025, for grants whose period of performance end on June 30. No additional reporting is required. This includes reporting for participants who are employed after the grant's POP. The following OA-managed grants are no longer active and no longer require QPRs or QNRs. All grant numbers associated with these grants should no longer be used/uploaded in grantee PIRL data files.

- ASE – Apprenticeship State Expansion Grant
- SAE16 – State Apprenticeship Expansion 2016 Grant
- SAE2020 – State Apprenticeship Expansion 2020 Grant
- YARG – Youth Apprenticeship Readiness Grant
- SAEF1 – State Apprenticeship Expansion Formula

QPR/QNR Quarterly Submission Process

Question:

Is the QPR/QNR quarterly submission process changing from WIPS to another system?

Answer:

WIPS is the official performance reporting system for OA quarterly performance reports. All apprenticeship grantees should upload and certify their data utilizing WIPS. Reports submitted via email or other forms of transmission are not officially submitted.

Direct, Grant-Funded Services

Question:

What are direct, grant-funded services for registered apprenticeship grants?

Answer:

Direct, grant-funded services for OA-managed grants include:

- **On-the-Job Learning (OJL)** – AKA On-the-Job Training (OJT) – paid OJL/OJT under the supervision of experienced professionals
- **Related Instruction (RI)** – instruction which complements OJL/OJT, provides registered apprentices with theoretical knowledge and skills
- **Supportive Services (SS)** – range of services designed to help apprentices succeed, both in their training and in their personal lives (e.g., childcare assistance, transportation assistance, uniforms, tools, etc.)

Reporting on Reportable Individuals

Question:

Should reportable Individuals be reported on the Quarterly Performance Report (QPR) or via the Quarterly Narrative Report (QNR)?

Answer:

- Grantees should report reportable Individuals every quarter on the QPR. In other words, once a reportable individual is reported on a PIRL data file, they should not be removed from subsequent PIRL data files. Since reportable individuals are registered apprentices who do not receive direct, grant funded services, grantees should only report the OBS number, and the four (4) data elements listed below in their PIRL data file:
  - OBS Number
  - PIRL 100 (Unique Individual Identifier)
  - PIRL 1007 (Date of Most Recent Reportable Individual Contact)
  - PIRL 2900 (RAPIDS Numbers) (New requirement as of July 1, 2026)
  - PIRL 2914 (Apprenticeship Grant Program Status)
  - PIRL 2920 (Apprenticeship Grant Number)
- Resources:
- Performance Reporting TA – Interpretation/Application of Reportable Individuals Across Apprenticeship Grants
- Performance Reporting TA – Types of Individuals

“No Program Flag” Error

Question:

Why am I receiving a “No Program Flag” error in WIPS when I try to upload my PIRL data file?

Answer:

- This error means that PIRL 2914 (Apprenticeship Grant Program Status) is not filled out in the file you’re trying to upload. For example, if you’re attempting to upload a .csv file and none of the rows have anything for data element 2914, then WIPS will trigger the No Program Flag error.
- Please remember to use code value 1 for participants (pre-apprentices and registered apprentices) and code value 2 for reportable individuals for PIRL 2914.

Reporting Participant Information

Question:

Should grantees update all participant information and add new participants each quarter during the grant's period of performance?

Answer:

Yes. Grantees should report on ALL participants—new and existing—every quarter until individuals are no longer enrolled in the program. Each quarter, individual records for each participant are updated with new information, as appropriate. PII is not likely to change, but information on services received is likely to change from one quarter to the next, as the participant progresses through the program.

In summary, each data file should contain both new enrollees AND existing participants from previous quarters. Participants who were enrolled in a previous reporting quarter AND who are also still enrolled in the current reporting quarter are also known as "carryover".

DOL Data File Requests

Question:

If DOL asks grantees to submit the data file by email, how should PII be protected?

Answer:

- DOL will not ask grantees to submit raw data files (i.e., .csv) via email. Electronic mail systems do not support the secure transmission of PII.
- Grantees should submit their data files only through WIPS. The WIPS Help Desk exists on an email platform, so data files should not be transmitted when seeking assistance from the Help Desk. If Grantees are not able to certify their QPR in WIPS, they should seek technical assistance from ETA.
- Data files should never be transmitted via email and should never be attached to the Quarterly Narrative Report (QNR)!

File Format Error

Question:

Why am I getting a file format error in WIPS when my PIRL data file only has 102 (107) columns?

Answer:

Sometimes certain cells are formatted to have wrap-around text. Please make sure you do the following to avoid getting a column error in WIPS:

- Remove headers from your file
- Delete/clear anything after the 102nd column in your file
- Highlight your rows and columns and de-select the Text Wrap formatting in Excel
- If the preceding steps do not clear the column number error, copy/paste your .csv file into NotePad or NotePad++

Full PIRL Apprenticeship Section

Question:

Should grantees complete Section E.10 – Registered Apprenticeship of the Full PIRL Schema?

Answer:

Data elements required to be collected by Apprenticeship grantees are indicated by an ‘R’ in the Apprenticeship column (column W) of the Full PIRL Schema. The PIRL data elements listed in Section E.10 are all selected with an ‘R’ in column W; therefore, they are required to be collected by Apprenticeship grantees, as applicable to each individual enrolled.

PIRL Apprenticeship (AP) Schema

Question:

Should grantees report on all required data elements in the Apprenticeship Schema?

Answer:

Apprenticeship grantees should report on the required ("R") Data Elements under the Apprenticeship column (column W) as shown in Tab 1 ETA-9172 (Full PIRL). Tab 2 AP Schema shows the PIRL Data Elements collected by Apprenticeship Grants using WIPS for reporting. Tab 2 is a subset of Tab 1 and represents the apprenticeship schema. Grantees should collect each data element in the apprenticeship schema, as applicable to each participant/individual*. In other words, every data element may not apply to each participant. Therefore, grantees should follow the instructions for each data element.

*Both reportable individuals and pre-apprentices have specific data elements that must be completed for each.

Uploading PIRL Data Files for Previous Quarters

Question:

Can I upload PIRL data files for previous reporting quarters into WIPS?

Answer:

PIRL v. 2025 became mandatory for apprenticeship grants for the reporting quarter beginning July 1, 2026. Therefore any data from reporting periods prior to July 1, 2026 must be uploaded using PIRL v.2025. It is highly recommended that grantees submit all data from earlier reporting periods on or before August 15, 2026.

Certifying QPRs in WIPS

Question:
Do grantees have to certify their QPRs in WIPS?

Answer:

- Grantees certify that their data are complete, true, and accurate. Apprenticeship grantees should click on the certify button regardless of whether the QPR results are what is expected.
- This step is important so that grantee data is transferred into the WIPS data warehouse. When data is transferred into the data warehouse, it becomes available for:
  a) Evaluation studies;
  b) Data analysis;
  c) WIPS' QPR testing; and
  d) Apprenticeship grants online data dashboard

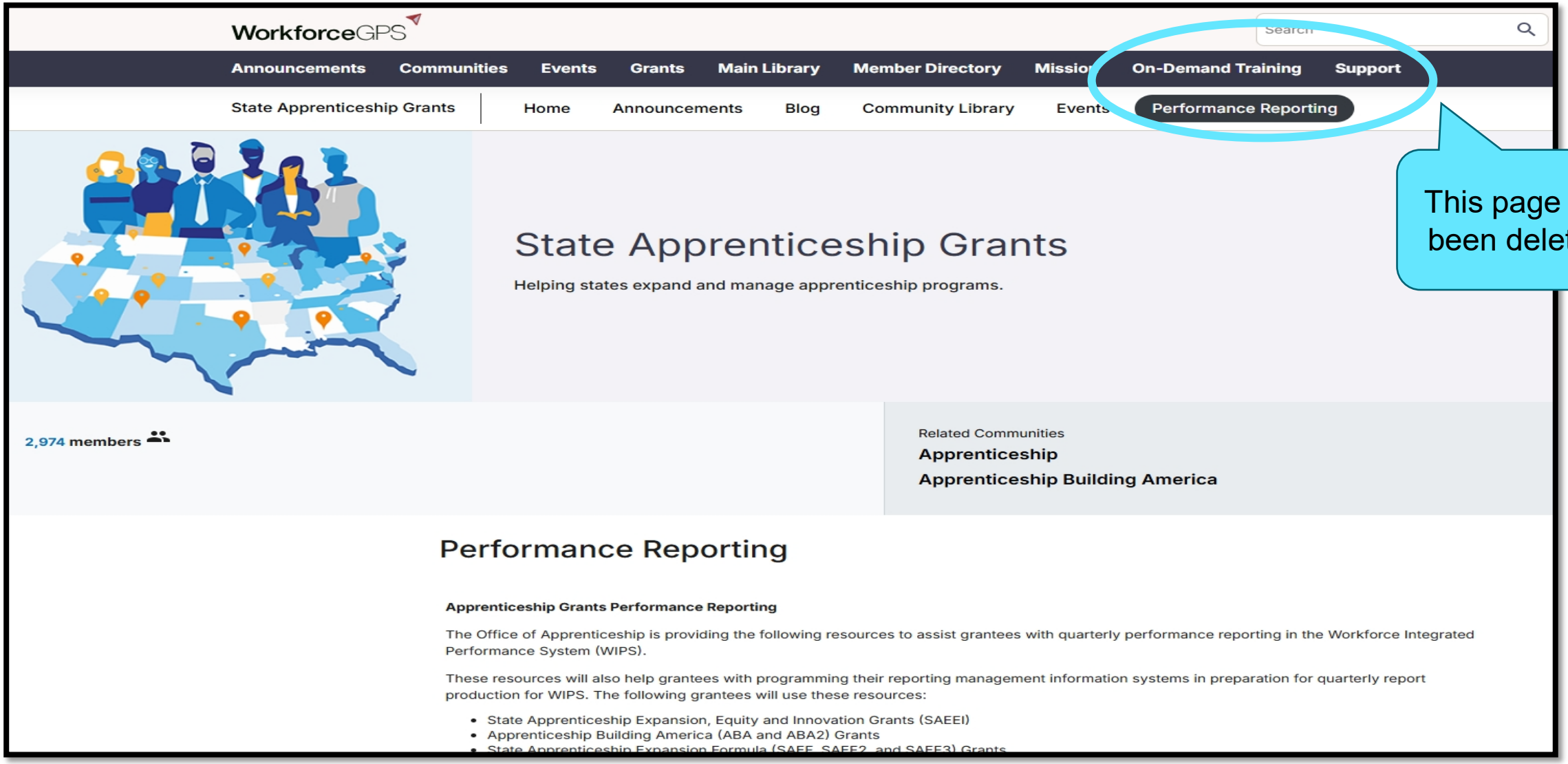
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APPENDIX 4:
WorkforceGPS Performance Reporting Page Updates

Former Performance Reporting Page (will be phased out)



This page has been deleted.

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State Apprenticeship Grants Community Homepage



You can find the Performance Reporting landing page posted in the Featured Content on the State Apprenticeship Grants community and Apprenticeship Building America (next slide) community home pages.

There are four resource pages linked within Performance Reporting for Grants Managed by the Office of Apprenticeship.

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Apprenticeship Building America Community Homepage



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Performance Reporting for Grants Managed by the Office of Apprenticeship

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Resource

Performance Reporting for Grants Managed by the Office of Apprenticeship

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About

The Office of Apprenticeship (OA) is providing the following resources to assist grantees with quarterly performance reporting in the Workforce Integrated Performance System (WIPS). These resources will help grantees program their reporting management information systems in preparation for quarterly report production.

The following grantees will use these resources:

- State Apprenticeship Expansion, Equity and Innovation Grants (SAEEI)
- Apprenticeship Building America (ABA and ABA2) Grants
- State Apprenticeship Expansion Formula (SAEF, SAEF2, and SAEF3) Grants

Links to Grant-Specific Reporting Resource Pages:

While state apprenticeship grant reporting requirements are quite similar across grant types, there are some differences in reporting requirements and instructions. These grant-specific reporting resources pages will help you understand the reporting requirements and resources that pertain to each of your state apprenticeship grants.

Scroll down to the bottom of the page to the Materials section to navigate to the four additional Performance Reporting resource pages.

Materials

- Registered Apprenticeship Performance and Reporting Resources
- Registered Apprenticeship Grants Performance and Reporting Technical Assistance Aids
- Registered Apprenticeship Grants Performance Reporting Training Series & WIPS Office Hours
- Additional Performance Reporting Training Resources for Registered Apprenticeship Grants

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Registered Apprenticeship Performance and Reporting Resources

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Resource

Registered Apprenticeship Performance and Reporting Resources

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About

In this section you will find templates for the Participant Individual Record Layout (PIRL), Quarterly Narrative Report (QNR), WIPS/AI Demographics Portal Designation Form, and additional Performance Guidance. PIRL v. 2025 of the Registered Apprenticeship Performance Reporting Resources file coming soon.

Apprenticeship Grants Reporting Resources **(PIRL v. 2021)** (updated 8/31/2024); *PIRL v. 2025 coming soon*

Apprenticeship Grants Performance and Reporting Reference Guide - *Updated Reference Guide coming in 2026*

Apprenticeship Grants Performance Reporting FAQs - *Newly updated FAQs coming in 2026*

WIOA Quarterly Narrative Report (QNR) Template

- Visit your grant reporting page for specific instructions and suggested templates, including a suggested template for SAEF2 and ABA2 grantees to report expanding registered apprenticeship program outputs.

WIPS/AI Demographics Portal Designation Form

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Registered Apprenticeship Grants Performance and Reporting Technical Assistance Aids

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Resource

Registered Apprenticeship Grants Performance and Reporting Technical Assistance Aids

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About

The Office of Apprenticeship developed the following Performance and Reporting Technical Assistance Aids to provide grantees direction on topics relevant to performance reporting.

Interpretation/Application of Reportable Individuals (Revised July 2022, supersedes previous versions): This document defines "reportable individuals" in the context of Apprenticeship Grants and how they differ from participants who receive direct services, providing guidance on reporting requirements for various grant-funded activities.

Apprenticeship Definition of Exit (Released July 2021): This document clarifies the concept of "exit" in the context of Registered Apprenticeship Programs (RAPs) and Apprenticeship Grants, explaining how exit dates are determined and how they relate to WIOA performance indicators.

Types of Individuals (Released July 2021): The document categorizes individuals served through Apprenticeship Grants into three types—reportable individuals, pre-apprentices, and registered apprentices—explaining their definitions and respective relationships to grant performance and outcomes.

Expansion of Registered Apprenticeship Programs (Released July 2022): This aid outlines how to define and report the expansion of Registered Apprenticeship Programs (RAPs), detailing methods of expansion, parameters for counting expanded programs, and specific reporting guidelines for grantees.

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Registered Apprenticeship Grants Performance and Reporting Training Series & WIPS Office Hours

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Resource

Registered Apprenticeship Grants Performance Reporting Training Series & WIPS Office Hours

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About

Below is a repository of Registered Apprenticeship Grants Performance Reporting Training webinars and WIPS Office Hours Presentations.

- **The 2025 - 2026 Five Part Performance Reporting Webinar Series and 2024 - 2025 Four Part Performance Reporting Webinar Series is saved within the Events page of WorkforceGPS and you can view the presentations, transcripts, and recordings directly from the Events pages.**
- **The WIPS Office Hours Presentations will open as PDF or PowerPoint files in your browser.**

2025 - 2026 Five Part Performance Reporting Webinar Series

- Part 1: Overview - Performance Accountability and Reporting for Apprenticeship Grants
- Part 2: PIRL Overview Schema for Registered Apprenticeship Grantees
- Part 3: Workforce Integrated Performance System (WIPS) Overview
- Part 4: Completing the Quarterly Narrative Report for Registered Apprenticeship Grantees
- Part 5: Performance Reporting Resources - How and When to Use Them (Pulling it all Together)

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Additional Performance Reporting Training Resources for Registered Apprenticeship Grants

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Resource

Additional Performance Reporting Training Resources for Registered Apprenticeship Grants

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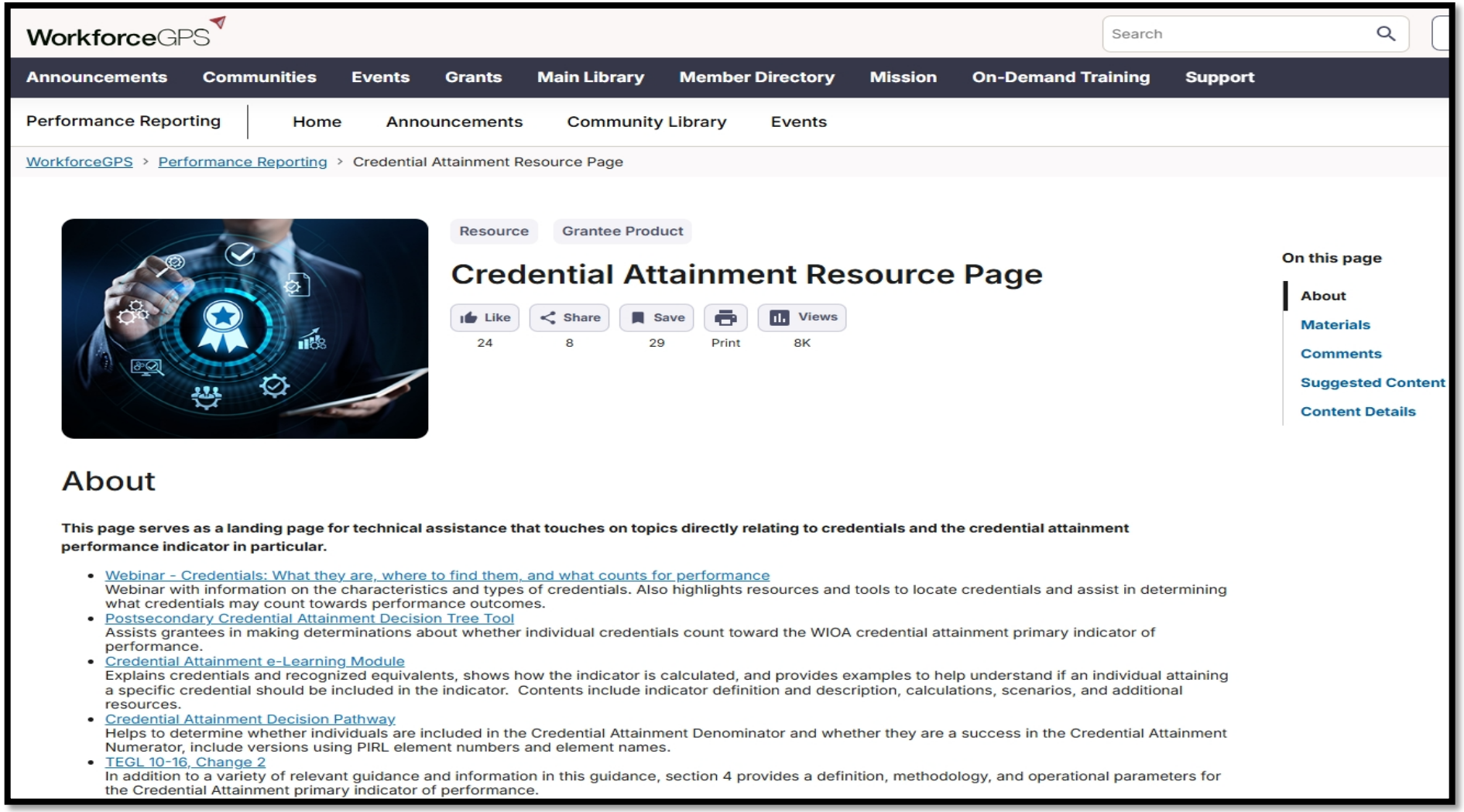
About

Here you will find additional resources that will help you navigate performance reporting for Registered Apprenticeship grants. Please note that some of these resources were not developed specifically for Registered Apprenticeship grants, but provide relevant information for understanding and navigating WIPS, the PIRL, policy guidance, and Registered Apprenticeship in general.

- WIPS User Walkthrough Video Series – Short videos to familiarize new WIPS users to its interface, features, and functionality
- WIPS Newsletters & Release Notes
- Webinar on ABA2 and SAEF2 Performance Accountability and Reporting - September 2024 overview of performance reporting and indicators.
- Webinar on Understanding TEN No. 19-22, Reporting Training in DOL's PIRL - April 2023 webinar exploring definitions of different forms of training and how grantees should correctly report those.
- Webinar on TEGL 23-19, Change 1: Data Validation Highlights and Guidelines for Apprenticeship Grants - February 2023 webinar providing apprenticeship grant-specific details of TEGL 23-19, Change 1; source document guidelines; revisions coming up in TEGL 23-19, Change 2; implementation guidelines; and an overview of grantee-level policy development.
- Town Hall: Training Employment Guidance Letter 23-19, Change 1 - Resources shared during December 2022 webinar on the Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs.
- OA Grants Performance and Reporting Workshop – PowerPoint from the January 2022 Workshop.

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Credential Attainment Resource Page



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