

ApprentiScope

Employer Administrator Quick Reference Guide

1. Getting Started

Create Your Account

1. Check your email for an invitation from ApprentiScope.com
2. Click the "Get Started" button in the email
3. Fill in your basic profile information and create a password
4. Check the box to agree to the Terms and Conditions, then click "Complete Setup"

Log In

1. Go to the ApprentiScope login screen (blue box)
2. Enter your email and password, then click Login
3. If you forget your password, click "Forgot Password" and follow the prompts

Mobile App

Visit the Support Center and search iOS or Android for a direct app link and setup instructions. The app is not available on the App Store.

2. Account Settings & Notifications

Go to the top-right Account button > My Profile > Settings to manage your notification preferences.

- Notifications are sent via email when activity occurs in the platform
- Toggle each notification on (blue) or off (white) at any time
- Dark/light mode preference is also found here

Note: Turn ALL notifications OFF when you first log in. Your coordinator is currently migrating data and notifications will be re-enabled after the migration is complete.

3. Inviting New Apprentices

Option A: Public Link (Recommended)

1. Navigate to "Invite" in the left menu
2. Select "Create Link" and choose the apprentice occupation
3. Share the generated link or QR code with the employee
4. The employee uses the link to create their own account. You will be notified

Option B: Direct Invite

1. Navigate to "Invite" in the left menu
2. Set user type to "Apprentice," enter their email, and select occupation
3. Click "Add," then "Send Invitation"
4. The apprentice receives an email to create their account



when they complete setup

Note: Only share the link with employees you are ready to formally enroll. Account creation signals enrollment to your program coordinator, who will then bill accordingly.

4. Completing an Apprentice's Profile (Required)

After an apprentice creates their account, you must fill in 4 required fields before their enrollment is considered complete. Click the apprentice's name (shown in blue), then click the Edit pencil to open the General tab.

Field 1: Previous OJT or RTI Credit Hours

Enter the number of OJT or RTI hours you are granting for prior experience. Leave at 0 if none.

Field 2: Current Wage

Enter the apprentice's current hourly wage (e.g., \$17.00/hr).

Hire Date

Enter the apprentice's original hire date.

Prior Credit Documentation

If you entered prior OJT or RTI hours above, upload supporting documentation (e.g., payroll records).

Note: Prior credit must be entered before the account is fully set up in the state system. If it is missed, all previous hours are permanently lost and cannot be recovered.

5. Approving OJT Hours

Approve Submissions

1. Go to "Activities" > "OJT Summary" in the left menu.
2. All pending (unapproved) submissions are listed by apprentice and date.
3. Click "Details" to review how hours were broken down by competency.
4. Edit hours if needed, then click Update & Approve.
5. The system automatically advances to

Monitor Submission Activity

1. Go to "Activities" > "OJT Summary" > "Reports" > "Submission Summary."
2. This report shows all apprentices, total hours submitted, and date of last submission.
3. Use this to quickly identify anyone who is behind or has not submitted recently.



the next submission after each approval.

Employer-Submitted Hours (Optional)

If preferred, your coordinator can configure the system so you submit OJT hours on behalf of your apprentices. Contact your coordinator to enable this setting.

Note: Submitted hours will NOT count toward an apprentice's progress until you approve them.

6. Returning Student Enrollment (End of Semester)

At the end of each semester, your coordinator will send a reminder to complete the returning student survey for each apprentice.

Enrollment for returning students is now open. To enroll existing students for the upcoming semester, please follow these steps:

1. Log in to **ApprentiScope**
2. Select **Activities** from the left-hand menu
3. Click **Performance**
4. Choose **Custom** near the top of the screen
5. **Select Evaluation** for each student and indicate whether they will be returning next semester
6. If not returning, provide the reason.

Note: This is how returning student enrollment is tracked. Completing this survey is how your coordinator knows who to bill for the upcoming semester.

7. Updating Program Status (Mid-Semester Exits)

If an apprentice leaves the program for any reason (termination, voluntary withdrawal, suspension), update their status within 7 days. If an apprentice leaves the program for any reason (termination, voluntary withdrawal, suspension), update their status within 7 days.

1. Open the apprentice's profile and click the Edit pencil.
2. Change the Program Status from "Active" to "Suspended" or "Canceled."
3. Enter the date and select the appropriate reason.
4. Click "Save." Your coordinator is notified automatically.

Note: Your coordinator is required to report status changes to the state database within 7 days. Please update immediately when a change occurs. The apprentice will lose platform access once their status is changed.

8. Wage Increases

ApprentiScope automatically tracks when an apprentice is eligible for a wage step increase based on approved OJT hours. When they hit a milestone, the system flags them for review.

1. Go to "Activities" > "Wages" to see any apprentices eligible for an increase.
2. Click "Review Increase" next to the apprentice name.
3. Confirm the current wage meets the required minimum for that step. If they earn more, enter their actual wage.
4. Click "Approve Increase" to document the milestone.

Note: Approving a wage increase in ApprentiScope does NOT change the apprentice's paycheck. You must handle pay adjustments through your internal HR or payroll system separately. This approval simply documents compliance with the required wage schedule.

9. Case Notes, Tasks & Communication

Case Notes

- Open an apprentice's profile and go to the Cases tab.
- Click "New" to add a note. You can attach files.
- Notes are visible only to program personnel, not the apprentice.
- Use consistent naming conventions (e.g., Disciplinary, Attendance) to make reports easier to filter.

Tasks

- Assign an apprentice a task with a title, due date, and description.
- The apprentice receives an email notification and a reminder the day before.
- Both you and the apprentice can mark tasks complete.

Communication Log

- Log phone calls or other contacts directly on the apprentice's profile.
- Send a one-way Reminder email (can be scheduled for a future date)
- Send a standard email directly through the platform
- All communications are logged automatically

Journals

- Apprentices can send journal messages through their platform view.
- These appear in Activities > Journals and on the apprentice's profile
- Reply directly in the comment box and your response goes back to the apprentice



Getting Help

- Account button (top right) > Submit a Ticket for platform support.
- Support hours: approximately 9am to 6pm Eastern.
- Visit the Support Center for tutorials and how-to articles.

Note: Quick Navigation Reminder Left blue menu: Invite, Activities (OJT, Performance, Wages, Journals) | Apprentice name (blue text) = opens their full profile | Account button (top right) = settings, support