# Using the NEDAApprentice.com Website

Apprentices

After your apprenticeship or pre-apprenticeship has been approved and you have been assigned a mentor, your dealership will send this information to Tim Wentz, the apprenticeship administrator. You and your mentor (and possibly others at your dealership) will be then be assigned a username and password to gain access to the tracking portion of the website. If you are a pre-apprentice and participating in classroom instruction your teacher will act as your mentor, dealership affiliation and mentors may also be added.

The tracking portion of the website will allow you to keep track of and record each competency mastered during your apprenticeship. Your mentor or teacher will review your entries and must approve them. Those entries will be used to generate required progress reporting regarding your apprenticeship to the state department of labor. Every apprentice has primary responsibility for their data entry and completion of time sheets.

Using your username and password, log into the site and you'll be directed to this page first:
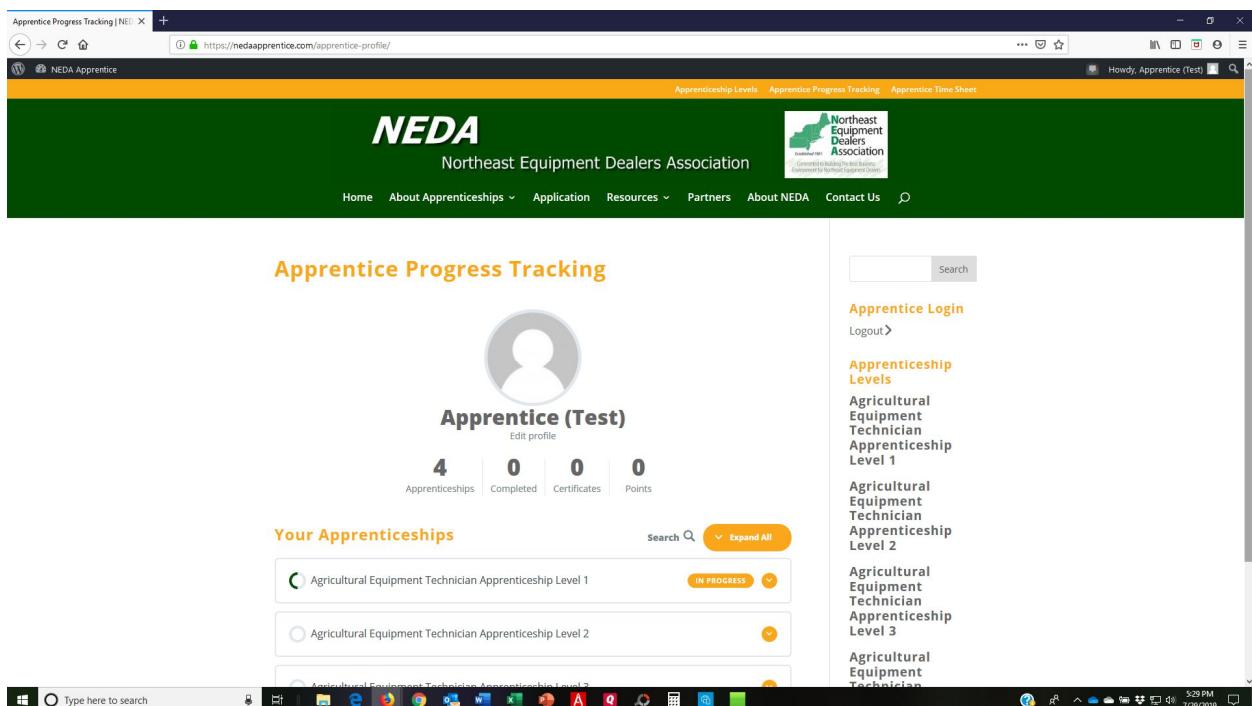
This page contains all the competencies for your apprenticeship.

It's important that each day (not less than weekly) you enter how many hours were spent on related training/education by competency and if you have completed training/education related to a competency.

To make entries:

- click on the apprenticeship level you are currently working on

- select your apprenticeship level
- select which competency you want to update

Note that the Test Apprentice has already completed the first competency, "101 Basic Math," indicated by the green check mark on the left. If you have just completed competency "102 Demonstrate effective use of computers and software to access or retrieve data," click on that link and the following page will open:

Click on the link under "Competency Content" and the following page will open:

In the dialogue box that opens, write what you have done to complete the competency, course title, provider and any other information that will help your mentor and the program administrators. Then scroll down and under the dialogue box is an invitation to upload any documentation, such as a test result, certificate or other document to support your mastery of the competency. You may or may not have a document to upload, depending on the competency.

When you have completed the dialogue box and uploaded any document required, click on "Finish Competency Quiz" and this screen will appear:
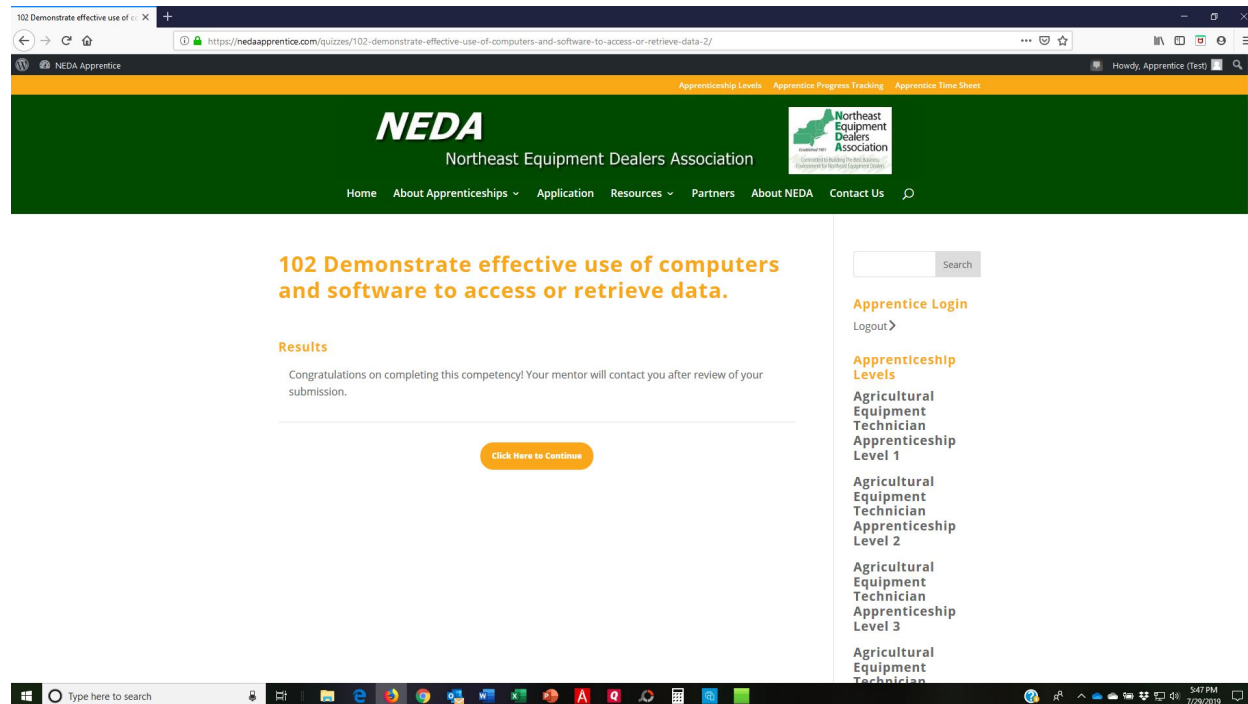
Your mentor will review and approve your entries.

It's important that you do this for every competency that you complete. The website is a way for you to keep track of your progress and will also allow your mentor and sponsoring dealer to monitor your progress as well.

Credit for related training coursework completed - competencies/mastered prior enrollment. In order to receive credit, follow the same process.

Questions about the apprenticeship and the requirements for each competency should be directed to Tim Wentz, Apprenticeship Administrator at twentz@ne-equip.com or (717) 576-6794.

Apprentice Time Sheet

The apprentice time sheet can be accessed by clicking the link on the top menu (yellow bar) "Apprentice Time Sheet." This time sheet must be completed by the apprentice at the end of each work week. On the form it's important that you tell us how many hours you worked and how many hours of related training were spent during the week. Please also make some brief notes in the comments section which competencies you worked on during the week and approximately how much time was spent on each. Their total should equal the same as the entry hours worked

The time sheets are sent electronically to Tim Wentz, the apprenticeship administrator, and then on to the PA Department of Labor when you click the "Submit" button, so it's important that they be completed in a timely fashion and are accurate.

Mentors

If you are a mentor to an apprentice, your screens will look a bit different. When you log in, you will be directed to the screen below:

Approving Apprentice Competence Mastery

This screen contains the progress that your apprentice has made and any competencies that require your review and approval. Question 1 refers to the essay for that competency and Question 2 will contain any uploaded materials to support the mastery of that competency, such as a certificate or test score.

The essay may vary in length, from a simple sentence noting that the apprentice has mastered the competency, or a more in-depth explanation demonstrating mastery of the competency. More guidance on the length and content of the essay can be provided Tim Wentz, the apprenticeship administrator.

To read the essay or view the uploaded materials, hover your mouse over the question that you would like to view, and links will appear below the question. Click on "View." The essay answer will appear in your screen. After reviewing the essay (Question 1) and/or uploaded materials (Question 2), if the essay and materials are acceptable, click on "approve" under the status column. If there is a problem with the apprentice's response to the questions, contact the apprentice and resolve the concerns. Once the concerns are resolved, return to the "Submitted Essays" page and click "approve."

Please note that if your dealership has more than one person able to view your apprentice's progress on the website, only the mentor should approve the essays for each competency.

Other Mentor Functions

To your left in the margin are several links:

NEDA Apprentice – This link will take you to the website frontend. This link will also appear in a black bar at the top left of the website when you are logged in and on the frontend of the website. Clicking it will take you back to the administrative area.

LearnDash LMS – LearnDash is the learning management system software that tracks apprentice competence mastery and allows the mentor to view apprentice progress and approve each competency step. Over time, NEDA may develop this website into a full online learning system for apprentices. Now, the system is set up to simply track apprentice progress from one competency to the next. Click on this link and it will expand to reveal several other links:

> **Assignments** – At this point, this module is not being used. In the future, is can be used to make and grade assignments given to apprentices.

> **Submitted Essays** – This function was covered in the last section, "Approving Apprenticeship Competence Mastery."

> **Group Administration** – Click on this link and it will take you the page below:
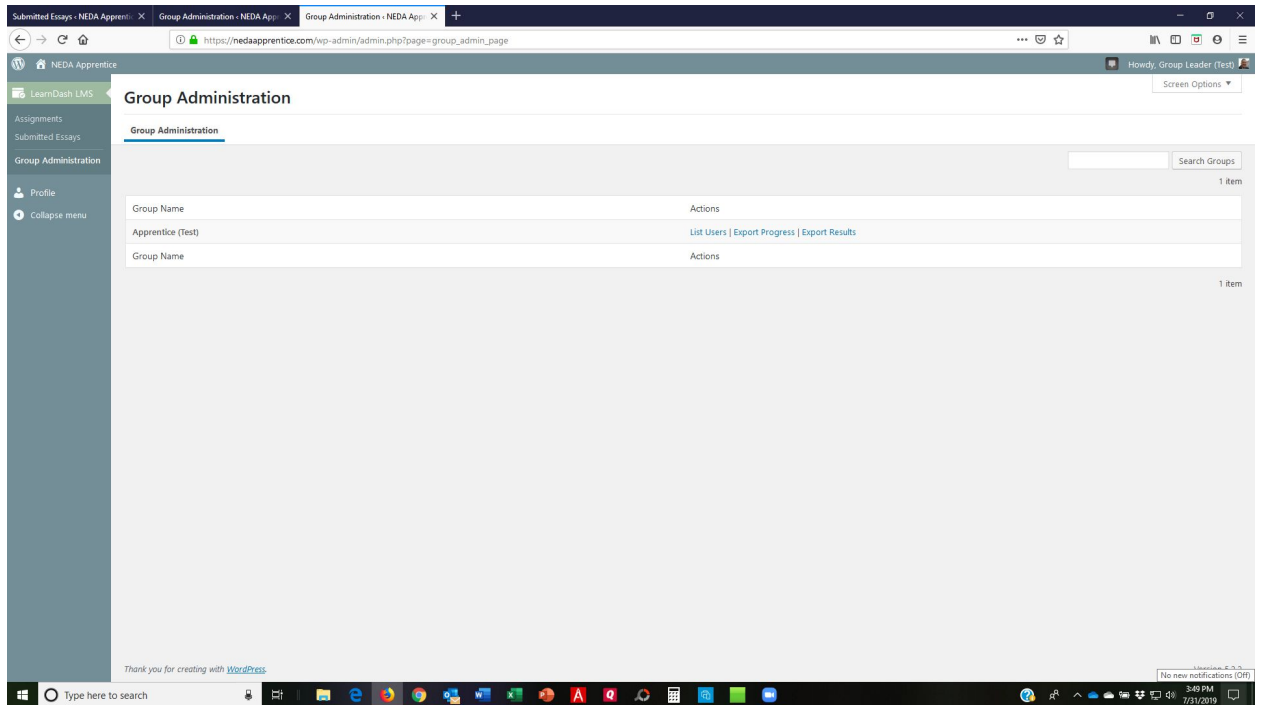
To the left will be the name of your apprentice group. To the right will be a series of links to the following functions:

List Users – Your apprentices(s) will be listed here. To the right will be a link "Report" which, when clicked, will open a page with a summary of all activity for that apprentice. If you have more than one apprentice, all will be listed here.
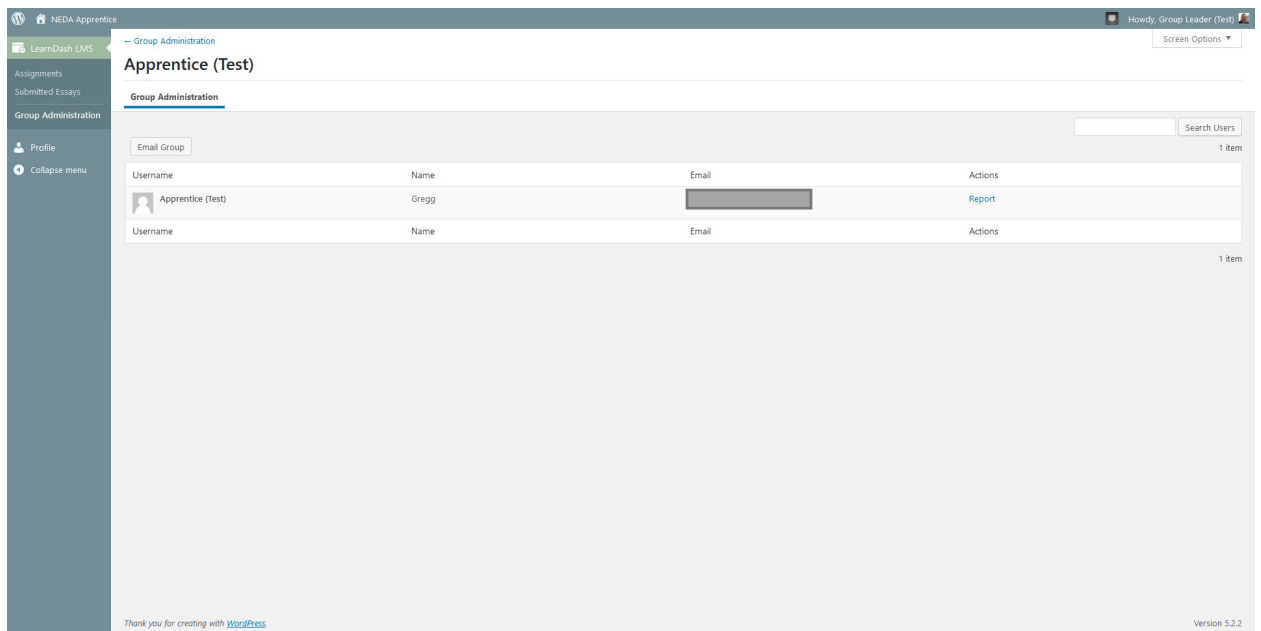
Click on "Report" and the following page will open showing all activity and status for that apprentice:
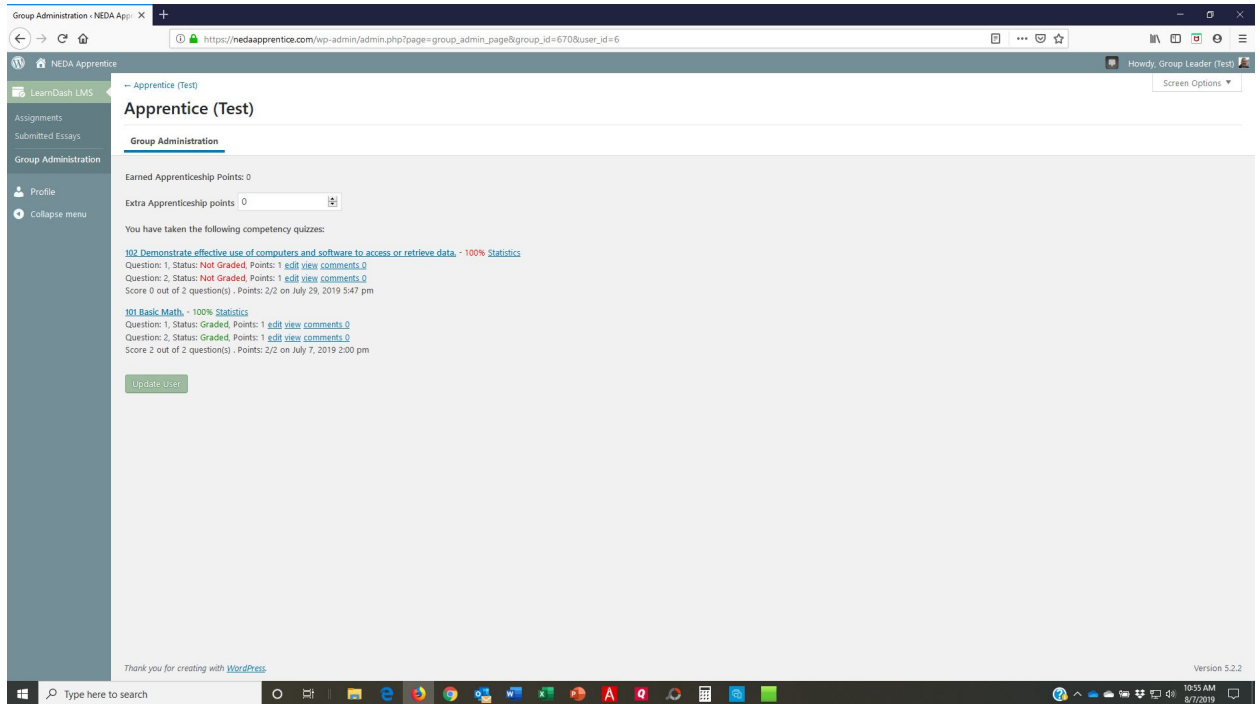
Export Progress – This link will download a spreadsheet with the summary status of all apprentices in your dealership (below), with the following columns:

> user_id - An ID number assigned by LearnDash
> name – The name of the apprentice
> email – The email address of the apprentice
> course_id – Course ID number assigned by LearnDash
> course_title – Each of the four levels of the apprenticeship is a course
> steps_completed – The number of steps (competencies) in the apprenticeship level completed.
> steps_total – The total number of steps (competencies) completed so far by this apprentice.
> course_completed – Was the course (apprenticeship level) completed (yes or no)?
> course_completed_on – Date that the apprenticeship level was completed.

Export Results – This link is not functioning since it is not required at this point.

Profile – This link on the left side of the page will reveal your personal profile. We suggest that you not change any of the settings on this page, seen below:

Apprentice Time Sheet

The apprentice time sheet must be completed no later than Monday for the preceding workweek by the apprentice. When the apprentice submits the time sheet, a copy will be sent to the mentor Mentors must review the time sheet and if approved, forward the time sheet on to Tim Wentz, noting such approval or any modifications you made to the time sheet. The time sheets are sent electronically to Tim Wentz, the apprenticeship administrator, when the apprentice clicks the "Submit" button.