

Frequently Asked Questions for YA Coordinators

The FAQ are being developed as YA Coordinators ask them.

1) What are valid edits?

- Students must be between the ages of 14-23.
- All fields for Student Info are required except Social Security Number.
- You may only choose the consortium for which your security access has been authorized.
- Dates must be valid dates – ex – 06/31/2014 is not a valid date.
- The First or Only Year is automatically filled in. If today's date is before July 1, the First or Only Year will be the previous school year. If today's date is after July 1, the First or Only Year will be the next school year.

Example – If you are entering students in the YA system on:

09/02/2014	First or Only Year will be 14/15	Second Year will be 15/16
06/07/2015	First or Only Year will be 14/15	Second Year will be 15/16
07/02/2015	First or Only Year will be 15/16	Second Year will be 16/17

If you need a different fiscal year, email DETYAForms@dwd.wisconsin.gov or call 608-267-7210.

2) What should I do if the employer and / or mentor I need is not listed?

Email DETYAForms@dwd.wisconsin.gov or call 608-267-7210 and ask for the employer and / or mentor to be added. You can still enter the student info and the apprenticeship info. When you get notice the employer and / or mentor has been added, you can update the student registration with the employer info.

3) How do I edit apprenticeship information for a student?

At the bottom of the Student Registration page, click on "Edit" under Youth Apprenticeship Information.

Youth Apprenticeship Information

Add Youth Apprenticeship

Action	Consortium	Program	Completion Date	Termination Date	Year
Edit	Manitowoc	Architecture & Construction		06/23/2014	13/14 -

This will take you to the Youth Apprenticeship page for this student.

Student Name: George Washington

Youth Apprenticeship Information

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Consortium	Manitowoc
Anticipated Completion Date	06/20/2015
Program Area	Architecture & Construction
Program Type	Level One
First or Only Year	13/14
Second Year	

Employment Information

Add Employment

Action	Start Date	Employer	Address	City	Mentor
Edit	06/20/2014	Ameriprint Graphics Inc	2065 American Drive	Neenah	Stern, Dale

On this page you can change the Consortium if you entered the incorrect consortium from the dropdown and you are authorized for more than one consortium. You can change the Anticipated Completion Date. If you need to change the Program Area, Program Type or fiscal year(s), email DETYAForms@dwd.wisconsin.gov or call 608-267-7210.

4) How do I add another apprenticeship for a student?

Example, student changed their area of interest, terminated one apprenticeship and wanted to enroll in another youth apprenticeship.

Youth Apprenticeship Information

[Add Youth Apprenticeship](#)

Action	Consortium	Program	Completion Date	Termination Date	Year
Edit	Manitowoc	Architecture & Construction		06/23/2014	13/14 -

At the bottom of the Student Registration page, click on Add Youth Apprenticeship button. This will take you to the Youth Apprenticeship page for this student.

5) How do I edit employment for a youth apprentice?

At the bottom of the Student Registration page, click on "Edit" under Youth Apprenticeship Information.

Youth Apprenticeship Information

[Add Youth Apprenticeship](#)

Action	Consortium	Program	Completion Date	Termination Date	Year
Edit	Manitowoc	Architecture & Construction		06/23/2014	13/14 -

This will take you to the Youth Apprenticeship page for this student.

Student Name: George Washington

Youth Apprenticeship Information

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Consortium	<input type="text" value="Manitowoc"/>
Anticipated Completion Date	<input type="text" value="06/20/2015"/>
Program Area	<input type="text" value="Architecture & Construction"/>
Program Type	<input type="text" value="Level One"/>
First or Only Year	<input type="text" value="13/14"/>
Second Year	<input type="text"/>

Employment Information

[Add Employment](#)

Action	Start Date	Employer	Address	City	Mentor
Edit	06/20/2014	Ameriprint Graphics Inc	2065 American Drive	Neenah	Stern, Dale

Click on "Edit" under Employment Information.

This will take you to the Employment Information page for the student.

Here you can change the wage, employer or mentor.

Student Name: George Washington

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Employment Information

Employment Start Date

Wage

Employer

Mentor ▼

Employment offered ETA Received

Save