Guide to Using cBASERS for Youth Apprentice Enrollment and Completion

WISCONSIN
YOUTH APPRENTICESHIP
SINCE 1991

DETA-20156-P (N. 01/2026)

Contents

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1. System Access

There are two roles for access to the Coordinator Bureau of Apprenticeship Standards Electronic Registration System, or cBASERS: (1) Grant Writer and (2) Student Management. Each role has different access requirements.

Grant Writer

The Grant Program Announcement (GPA) is released every two years. When the grant application window opens, applicants can request the grant writer role which allows the user to submit their budget request and application materials.

To gain access to the grant application submission site:

1. Create a logon at the logon management system website: (accounts.dwd.wisconsin.gov/). **Existing cBASERS users should skip this step.**
2. Email the YA team at YA@DWD.Wisconsin.Gov with the following information:
   - User ID used to log into cBASERS (be sure to NOT include your password!)
   - Name (first, last, and middle initial)
   - Phone number and extension
   - Fax number
   - Mailing address (be sure to include the city, state, and zip code)
   - Preferred email address
   - Operating name of your consortium and fiscal agency
3. DWD staff will review the information and provide access to the Grant Application page in cBASERS within two business days. An email will be sent to the preferred email address with additional information about accessing the Grant Application in cBASERS.

Student Management

To gain access to the Student Management role, you must be a member of an approved Youth Apprenticeship Consortium (YAC).

To request access to cBASERS to work with student data:

1. Create a logon at the [Logon Management System](accounts.dwd.wisconsin.gov/): [(accounts.dwd.wisconsin.gov/)](accounts.dwd.wisconsin.gov/).
2. Complete the DETS-10e form and submit it by email to DET Security at DETSECURITY@dwd.wisconsin.gov. Find the DETS-10e form on our website at DETS-10-E, DET System Access Request. For instructions on completing the DETS-10-E, refer to the How to Complete the DETS-10-E section at the end of this guide.
3. DET Security will respond with further instructions to activate your cBASERS access.

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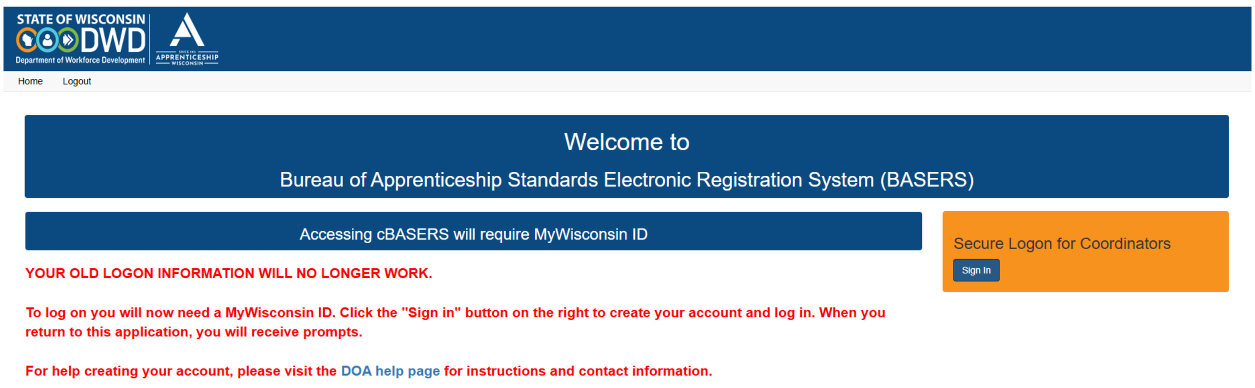
2. Login Screen



The Login Screen is used to sign into cBASERS. On this page is information on requesting access to cBASERS with the DETS-10 form.

To sign into cBASERS, enter your MyWisconsin ID username and password in the orange box on the right side of the screen.

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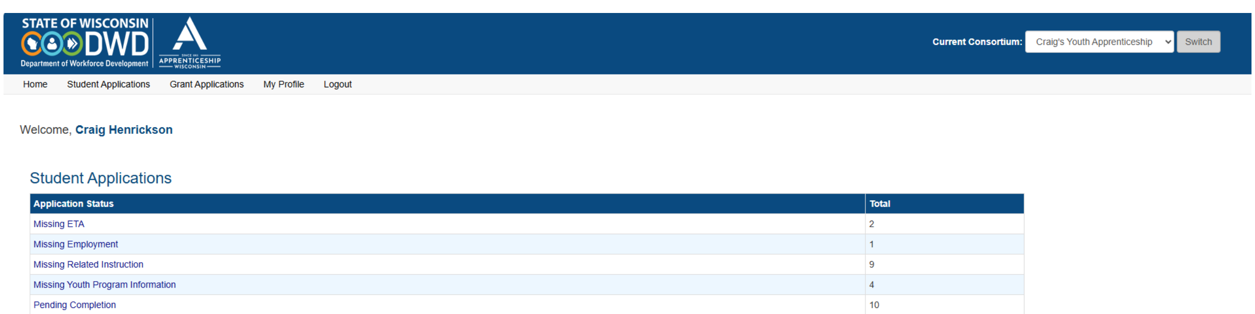
3. Home Screen



This is the home page for cBASERS. It serves as the hub for managing your youth apprenticeship program information. From this page, you can navigate to the student search and the grant application (for users in Application Writer status only).

The home page includes multiple types of information to help coordinators manage their program.

1. **Missing Education and Training Agreement, or ETA** – Choose this link to select the list of students that do not have an ETA uploaded to their YA record.
2. **Missing Employment** – Choose this link to select the list of students that do not have an employer entered.
3. **Missing Related Instruction** – Choose this link to select the list of students that are missing Related Instruction on their YA record.
4. **Missing Youth Program Information** – Choose this link to select the list of students that do not have a youth apprenticeship entered on their student record.
5. **Pending Completion** – Choose this link to select the list of students that will be completing during the current program year. This list is based on the program years entered on the student's youth apprenticeship record.

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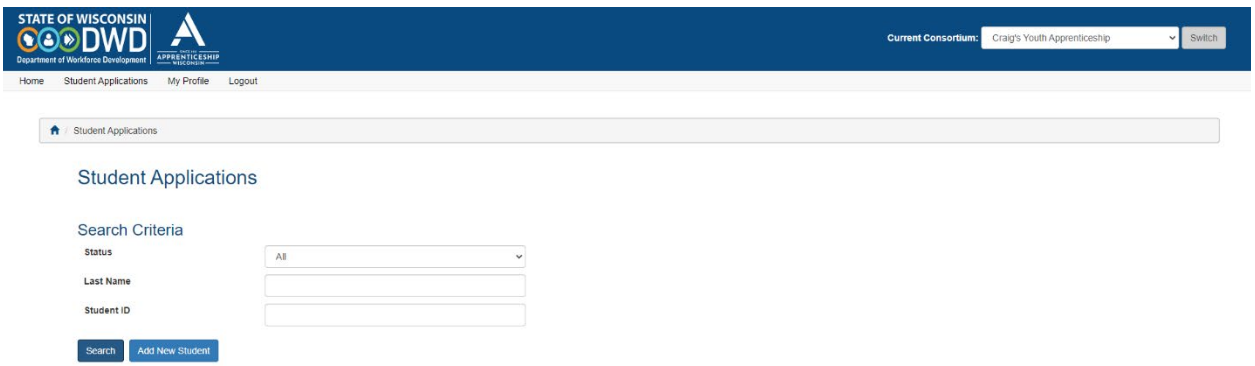
4. Student Applications



The Student Applications tab leads to the Student Search page. From there, a coordinator can search for students registered under their consortium by Status (Missing Pathway Units, ETA, Employment, Checklists, or Related Instruction), Last Name or Student ID. Students can also be added by clicking the Add New Student button. This will bring up a blank Student Details page.

Student Details Page

The Student Details page displays contact and demographic information about the student. The page is separated into five sections:

1. Name
2. Address
3. Parent/Guardian
4. School Information
5. Youth Program Information

The Name section has five fields:

1. First Name: Student's first name
2. Middle Initial: Student's middle initial
3. Last Name: Student's last name
4. Student ID: System-generated student ID number for the student

The Address section has 10 fields:

1. Address 1: Primary number and street of the student's address
2. Address 2: Any suffix attached to the address (the suite or apartment number)
3. City: City of the student's address
4. State: State of the student's address
5. Zip: Zip Code of the student's address
6. County: County in which the student resides
7. Phone: Student's phone number
8. Birth Date: Student's date of birth
9. Gender: Dropdown field where the user can select from Female, Male, and Other
10. Race: Checkbox where the user can check one or multiple boxes
11. Hispanic/Latino: Dropdown field where the user can select, Yes, No, or Unknown/Undisclosed.

The Parent/Guardian section has two fields:

1. First Name: First name of the student's parent or guardian
2. Last Name: Last name of the student's parent or guardian

The School Information section has seven fields:

1. Grade in school at program entry: Dropdown field where the user can select between 11, 12, or Other. Users will not typically use the 'Other' option unless advised to do so by DWD.
2. Student disability (through 504 plan, IEP, or self-disclosure): This is a dropdown field. The user can select either Yes or No.
3. Student at-risk by school district's definition: Dropdown field where the user can select Yes or No.
4. Expected high school graduation date: Date that the student is expected to graduate from high school. Either type in the date or click on the field for a calendar pop up to select a date.
5. Grade Point Average (GPA) at program entry: Student's grade point average prior to starting their YA program.
6. School District: Dropdown field where the user can select the school district for the high school that the student attends.

   NOTE:

   - For homeschool students, select the Homeschool option at the top of the dropdown.
   - For virtual schools affiliated with a Wisconsin school district, select the appropriate school district.
   - For virtual schools that are not affiliated with a Wisconsin public school district, select Virtual School at the top of the dropdown.
   - For private schools, select the Private School option at the top of the dropdown menu.
7. High School Name: Dropdown field where the user can select the high school that the student attends. Only high schools affiliated with the selected School District will be displayed.

   NOTE:

   - For homeschool students, the district will be Homeschool and the school name will be Homeschool.

For new students, once the student information is entered, the user can click on the Save button, and the Add Youth Apprenticeship button will appear. Clicking Add Youth Apprenticeship will bring the user to a blank Youth Information page.

The Comments field can be found under the Youth Program Information grid. This field is used to enter any comments or notes about the student or their program. It is primarily used to note any actions taken on a student record that might be outside of a typical youth apprenticeship. This would include student level changes or accommodations made to the student's YA program.

Youth Apprenticeship Information Page

The Youth Apprenticeship Information page displays information about the student's youth apprenticeship program. The page is broken into five sections: Occupational Area and Pathway Units; Related Instruction; Employment Information; Termination Reasons; and Checklist/Employer Verification Form (EVF) Information; Program Completion Details and Post-Program Completion Details.
NOTE: When registering a new student, the Employment, Checklist, and Terminations sections are not visible until the Occupational Area and Pathway Units and Related Instruction sections are complete, and the save button is clicked.

Occupational Area and Pathway Units

The Occupational Area and Pathway Units section has 11 fields:

1. Grantee: This is the name of the consortium that the student is working with.
2. Occupational Area: This is the occupational area of the student's program. There are 16 occupational areas listed in the dropdown field.
3. Program Type: This is the program level for the student's youth apprenticeship program. Typically, a Level 1 signifies a one-year program, and a Level 2 signifies a two-year program.
4. First or Only Year: The first year of a two-year program, or, the only year for a one-year program.
5. Second Year: The second year of a two-year program. One-year students should leave this field blank.
6. YA/RA Bridge: This is a dropdown field. If the student is interested in transitioning to Registered Apprenticeship after completing their Youth Apprenticeship, this field should be a Yes. It is not necessary to know for certain whether the student will actually become a registered apprentice at some point in the future in order for the field to be selected as Yes.
7. There are 4 Pathway Units fields. This dropdown field will only display pathway units that are associated with the entered Occupational Area.

Related Instruction

The Related Instruction section has 3 fields:
1. Course Name: This is the text box where the user must type in the name of the class or training that the student is taking.

2. Number of Credits: This is the number of credits the student will receive for completing the class. Note: Students must take at least 1 high school or 3 postsecondary credits per year.
3. Provider: This dropdown lists the categories of related instruction providers.

The Add Course button will populate the grid and allow for multiple entries.

After the Related Instruction is entered and added to the grid, the Add Employment button can be clicked to add the employment information to the student record. This will allow the user to progress through the rest of the enrollment.

The Employment Information section is a grid that displays summary information about the student's employment including Start date; Employer; Address; City; Mentor; and the Action(s) column to Edit the employment. There is also a button to Add Employment.

When a user clicks the Edit button in the Action(s) column, they will be taken to the Employment Information page.

Employment Information

The Employment Information page is used to display details about the student's employment.

Employment Information

Add Employment

Start Date	Employer	Address	City	Mentor	Action(s)
10/05/2021	Craig	123	123	Hope, Phillip	Edit/View Delete

There are four fields and an upload section on the Employment Information page:
1. Employer: The name of the student's employer. This is a type-ahead field. Once the user starts typing, BASIS will make suggestions based upon what was entered in the field. The user can then click the correct option, and the information will autofill in the field. If there is no matching employer in the system, the user can click the Create New Employer button to be taken to the page to create a new employer in the system. Creating a new employer is covered under the Employment tab in this guide.
2. Mentor: The name of the mentor that is working with the student. This is a dropdown field. The menu will display all current mentors associated with the entered employer. If the student's mentor is not in the dropdown field, the user can add a new mentor by clicking the Create New Mentor button. Creating a new mentor is covered under the Employment tab in this guide.
3. Employment Start Date: The date the student started their employment for Youth Apprenticeship. This date can be entered manually. There is also a calendar that comes up when the user clicks the field, and the date can be selected directly from that calendar.
4. Wage: The hourly wage of the Youth Apprentice.

   Upload Document Section: This is where the student's Education and Training Agreement (ETA) can be uploaded, viewed, and deleted. For an existing record, the

Upload Document section will display a grid with information on the uploaded ETA including the filename, uploaded date, uploaded by, and the Action(s) column. Clicking the Edit/View button will download a copy of the file.

Users can also upload a new document in this section by clicking the Upload ETA button. Clicking this button will open the option to browse the device and select the appropriate document to upload. The user can click the Choose File button to browse, select the document to be uploaded, and click the Save button. The document will then appear in the Upload Document grid.

Below the Employment Information grid, the user can view the youth apprentice's completion date or enter their termination date.

Completion Date: This is the date that the student completed their youth apprenticeship program.
Termination Date: This is the date that the student was terminated from the Youth Apprenticeship program.

Below the Completion Date/Termination Date is the Termination Reasons section. For each student that is terminated from the YA program, a reason must be checked. Multiple reasons can be checked. The Other checkbox can be checked if the termination happens for any reasons not listed. In cases of Other being checked, a comment must be entered on the Student Information Page as to why the student was terminated.

Below the Termination Reasons section is the Employer Verification Form (EVF) section. To Upload an EVF, the user should click the Upload button. Once clicked, a button will display to Choose File. From here, the user can select a file from their computer to be uploaded. Once a file is selected, the user can click Save Upload and the EVF will be added to the grid. (For records entered prior to December 2024, the Employer Verification section is labeled Checklist Information. The functionality is the same.)

The grid in the Employer Verification Form section displays the documents that have been uploaded for review. The grid includes the file name, uploaded date, uploaded by, and the Action(s) column.

To view the Employer Verification Form, the user should click the Edit/View button under the Action(s) column. The uploaded form should automatically download to the user's computer.

Up to five documents can be saved to the student's YA record.

Documents can be deleted permanently from the student record by pressing the delete button in the Action(s) column.

<u>Program Completion Details</u>

Below the Employer Verification Form section is the Program Completion Details section. There are four areas in the section:

1. YA Evaluations Occurred On: These are the dates that the youth apprentice was evaluated by their employer. There are two evaluations required for each program year.

If a student is registered as a Level 2, four date boxes will show; two for the student's first year and two for the student's second year.

2. Number of Hours YA Employment Completed: The number of hours that the YA worked during their youth apprenticeship for each program year. A second box labeled Level 2 will appear for Level 2 students.
3. Employer Representative Name: This is the person at the employer that is attesting to the student's completion of work hours and proficiency at the required competencies. This individual may or may not be the YA mentor, depending upon the individual circumstances.
4. Employer Representative Contact: The phone number of the Employer Representative.

To successfully complete a student, the Youth Apprenticeship Coordinator must click the seven checkboxes to attest that the student completed all of the Youth Apprenticeship requirements.

The Post Program Completion Details section is required of all YA completers. There are eight checkboxes. At least one checkbox must be checked to complete this section. Multiple checkboxes can be selected. For Level 1 Juniors that are not continuing to a second year in their Occupational Pathway, click the checkbox most appropriate for their situation. Once all information has been entered, click the Submit Completion button at the bottom of the page. If the completion was submitted successfully, a green bar will appear at the top of the page indicating the submission was entered. If the completion was not entered successfully, a red bar will appear at the top of the page indicating which fields need to be completed for a successful completion.

After a completion has been successfully entered, the Youth Apprenticeship Completion Certificate will be available to print from the Business Intelligence (BI) Launchpad application the following day. Please refer to instructions on page 13 to print a certificate.

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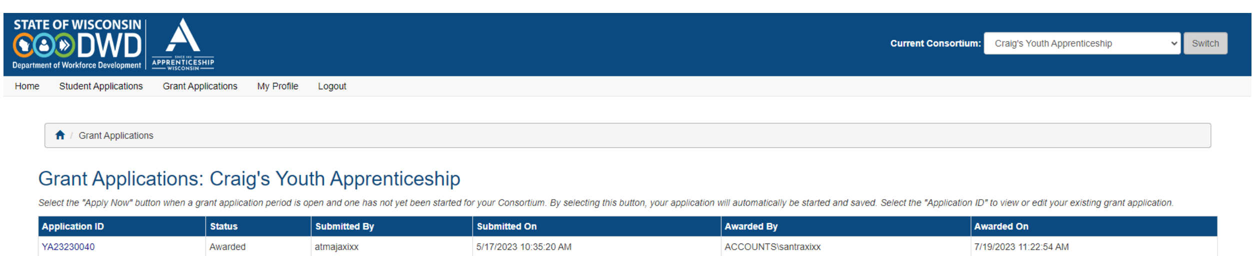
5. Grant Applications



The Grant Applications tab shows the consortium's grant applications. This includes both awarded grants and grants that are in progress.

The Grant Applications tab is only visible for users that have Grant Writer status for their consortium. (To gain grant writer status, contact the DWD YA Staff at YA@dwd.wisconsin.gov.)

To view a grant, users will click on the Application ID of the grant they wish to view. That will bring them to the Budget and Document Upload screen that is affiliated with the grant application. Clicking on the Budget tab will bring the user to the proposed budget of the grant application. Clicking on the Document Upload tab will bring the user to the Document Upload screen.

NOTE: Only in-progress grant applications are editable in the system. Grants that have been awarded are only viewable.

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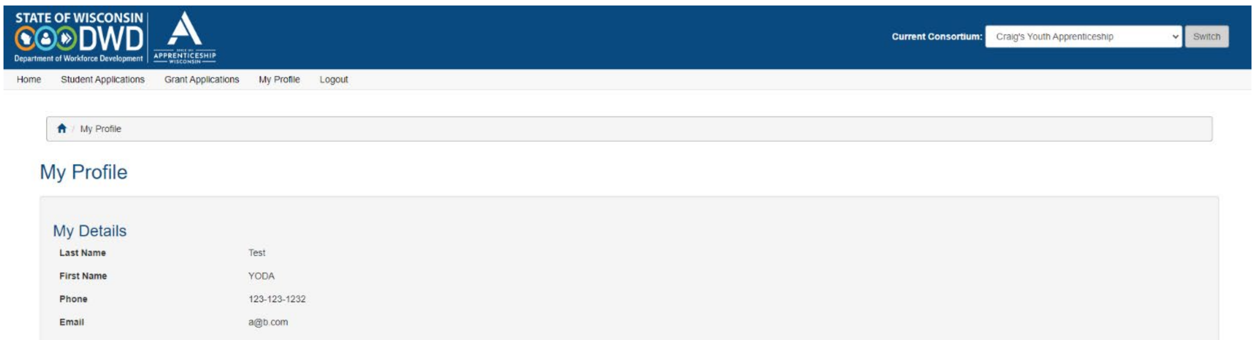
6. My Profile



The My Profile tab shows the current information for the user. Information on this tab includes Last Name, First Name, Phone, and Email.

To update the information on this tab, please email YA@dwd.wisconsin.gov.

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7. Enrollment and Completion Checklists

cBASERS Enrollment Checklist

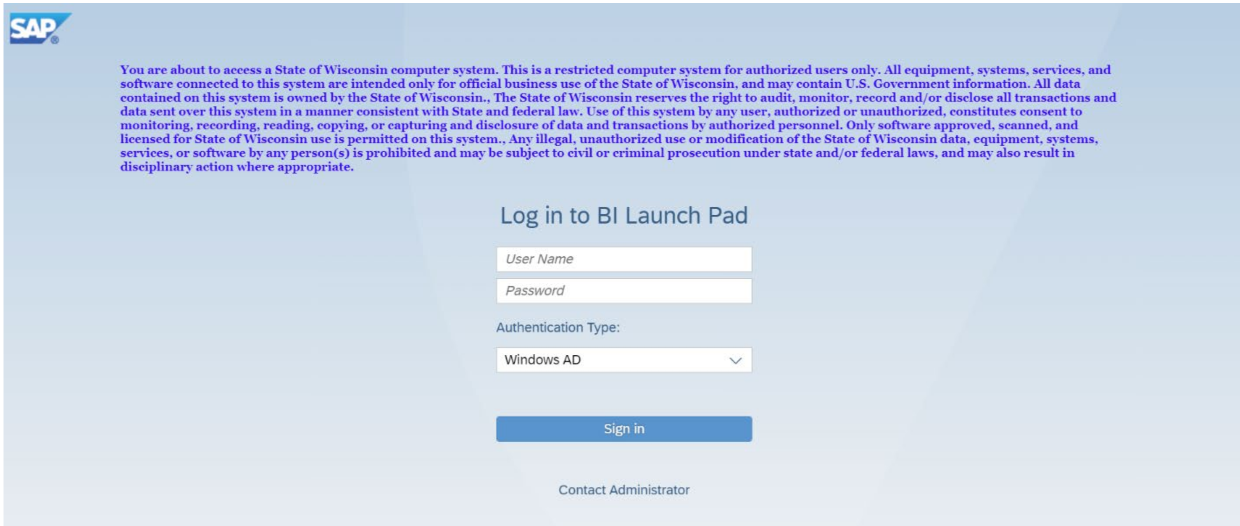
1. Student demographic data is entered accurately on the Student Details page.
2. School Information is accurate on the Student Details page.
3. The correct Occupational Area and Pathway Units are entered on the Youth Apprenticeship Information page.
4. The program type (Level 1 or Level 2) and program years are accurate on the Youth Apprenticeship Information page.
5. Related Instruction is entered with the required number of credits and the provider. Reminder: The program requires one High School or three postsecondary credits per year.
6. The student's employment information is accurate including the employer's name, address, start date and wage, in the Employment Information section on the Youth Apprenticeship Information page.
7. The Employment and Training Agreement (ETA) is uploaded and accurate. Dates on the ETA cover the years of the apprenticeship, and the agreement is signed by all parties.
8. The Submit Completion button is clicked. This will save the student enrollment in cBASERS.

cBASERS Completion Checklist

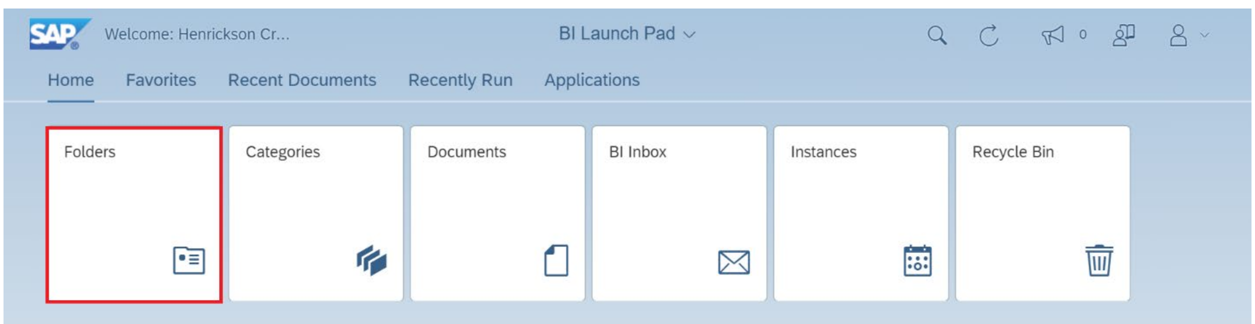
1. Signed and completed Employment Verification Form is uploaded in the Checklist Information section.
   NOTE: OJL Guides are no longer to be uploaded.
2. YA Evaluation Dates are entered. Two Evaluations are required for each year of the apprenticeship.
3. Work hours entered. List the specific number of work hours, not a range or a minimum.
4. Employer Representative information is entered. The Employer Representative can be anyone at the employer that can attest that the student completed the required competencies and verify the number of hours the youth apprentice worked.
5. All seven checkboxes are checked in the Program Completion Details section.
6. At least one Post-Program Completion Details checkbox is checked.
7. The Submit Completion button is selected – a step that is often overlooked but is required for the system to generate the completion certificate.

8. Printing Youth Apprenticeship Completion Certificates

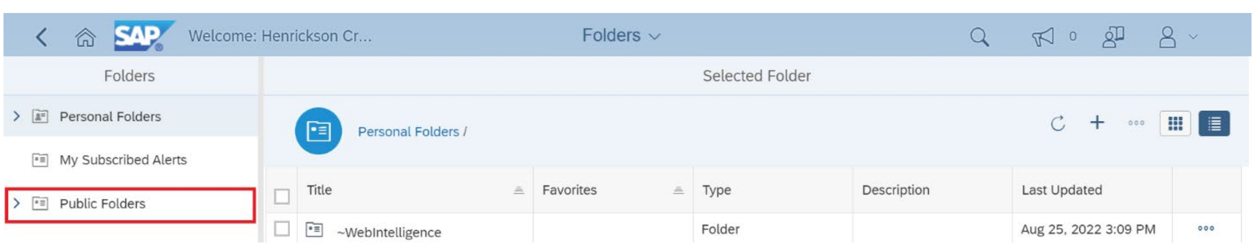
1. Log in to BI at [this portal](dwdbiportal.wisconsin.gov/BOE/BI) (dwdbiportal.wisconsin.gov/BOE/BI)



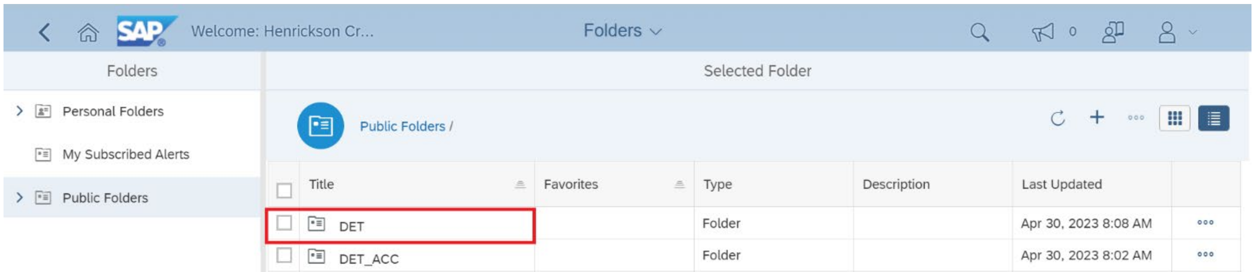
2. Select Folders.



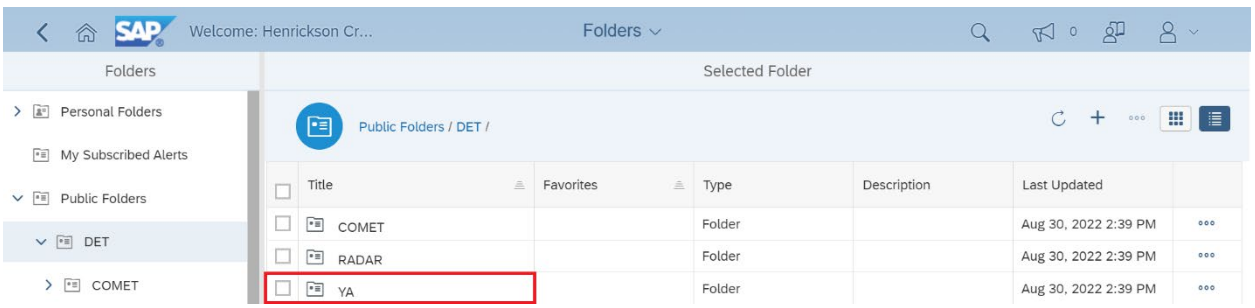
3. Select Public Folders



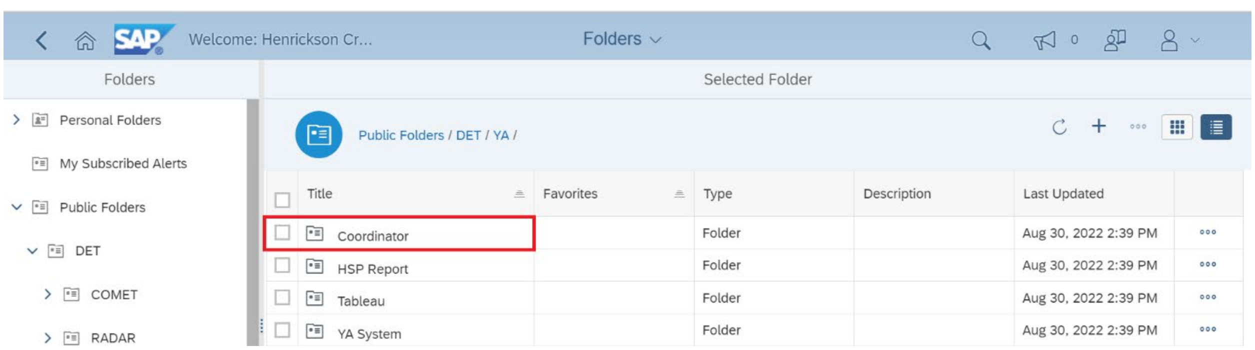
4. Select DET



5. Select YA

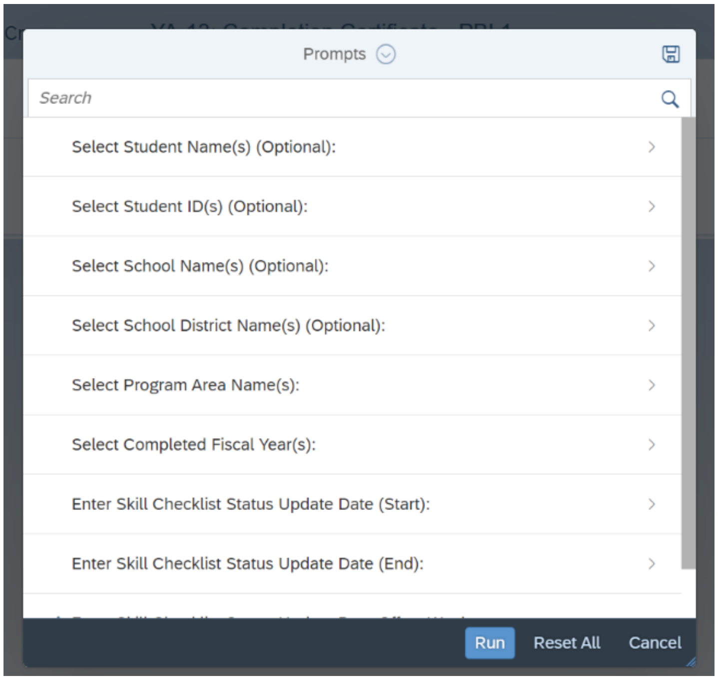


Select Coordinator

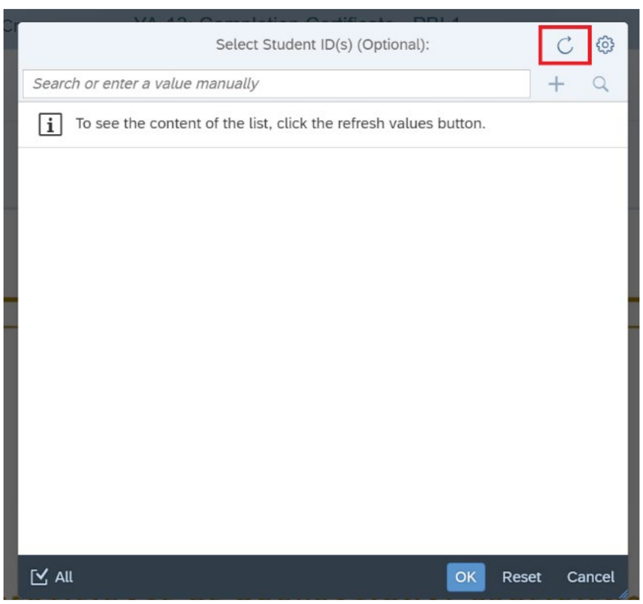


6. Select the report titled "YA-13 Completion Certificate"

   When the report opens, the menu of prompts will open automatically.

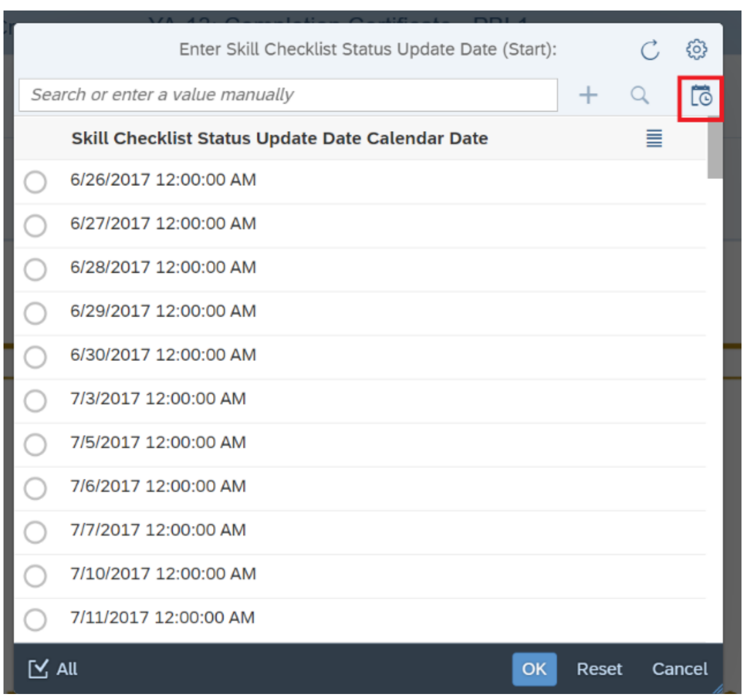


   When you choose a specific prompt, it will look like there is no data. To see the content of the list, the user must refresh by selecting the values button.



There are nine prompts available for certificate printing:

- **Select Student Name(s) (Optional):** This prompt will bring up a list of student names. The user can select the checkbox to the left of the student's name or multiple students to include on the report.
- **Select Student ID(s) (Optional):** This prompt will bring up a list of student IDs. The user can select the checkbox to the left of the student ID or multiple IDs to include on the report.
- **Select School Name(s) (Optional):** This prompt will bring up a list of school names connected to the consortium. Choosing the checkbox to the left of the school name(s) will include all students that have certificates from that school in the report.
- **Select School District Name(s) (Optional):** This prompt will bring up a list of school districts connected to the consortium. Choosing the checkbox to the left of the school district will include all students that have certificates from all schools associated with the selected districts in the report.
- **Select Program Area Name(s):** This prompt will bring up a list of the program areas. Choosing the checkbox to the left of the program area name will include all students registered in the selected program area that have certificates in the report.
- **Select Completed Fiscal Year(s):** This prompt will bring up a list of program years. Choosing the checkbox to the left of the program year will include all students that have certificates registered in the selected program year in the report.
- **Enter Skill Checklist Status Update Date (Start):** This prompt will bring up a list of status update dates. Choosing the checkbox to the left of the date will include all students that have certificates from that date until the end date in the next prompt. If there is no end date in the next prompt, the report will include all certificates from the start date until the present date. The user can also enter their own date outside of the list by selecting the calendar icon and choosing a date from the calendar.

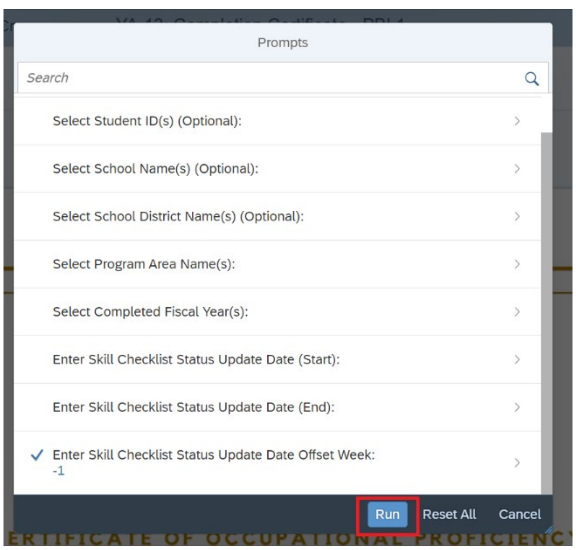


- **Enter Skill Checklist Status Update Date (End):** This prompt will bring up a list of status update dates. Choosing the checkbox to the left of the date will include all students that have certificates from the date in the previous prompt until the end date in this prompt. If there is no start date in the previous prompt, the report will include all certificates from the beginning of the database until the end date. The user can also enter their own date outside of the list by selecting the calendar icon and selecting a date from the calendar.

NOTE: The Skill Checklist Status Update Dates prompts work best if both a start date and end date are entered.

- **Enter Skill Checklist Status Update Offset Week**: This prompt will bring up a list of negative numbers. The number refers to the number of weeks before the date you are pulling the report. You would use this prompt to pull only certificates which are completed and passed that number of weeks previous to the date you pull the report. (For example: if you are running the report on August 7 with week offset = -2, that means all the certificates which are completed between July 23 and July 29 will appear on the report.) To run all of the certificates from the previous week, the user should enter -1 as the prompt.

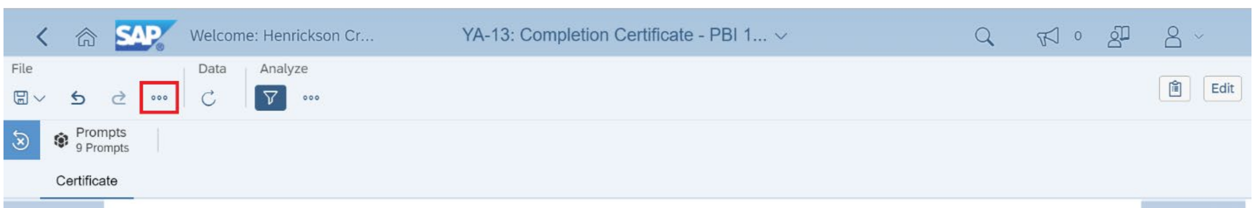
Once the prompts have been entered, select the Run button at the bottom of the prompt menu to run the report.



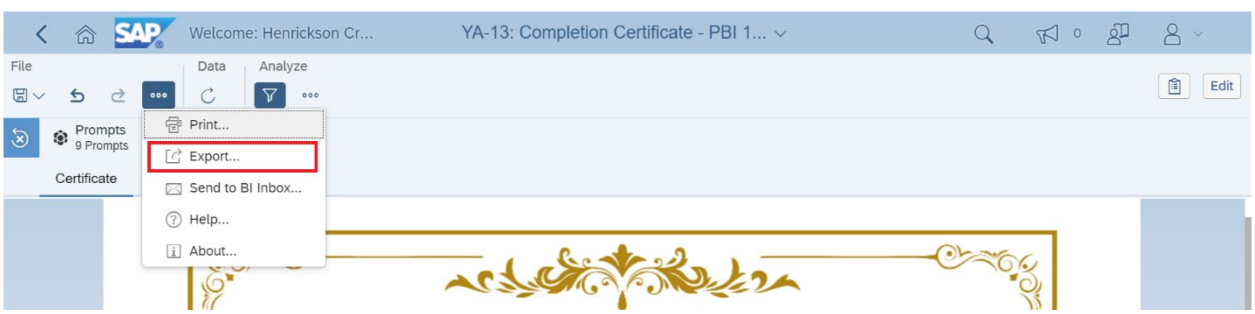
The report will create the State of Wisconsin YA Certificate of Occupational Proficiency for each student. If multiple students are selected, the user can navigate between certificates by using the navigation bar. The navigation bar appears when the user hovers over the certificate.

7. Export the Certificate to PDF

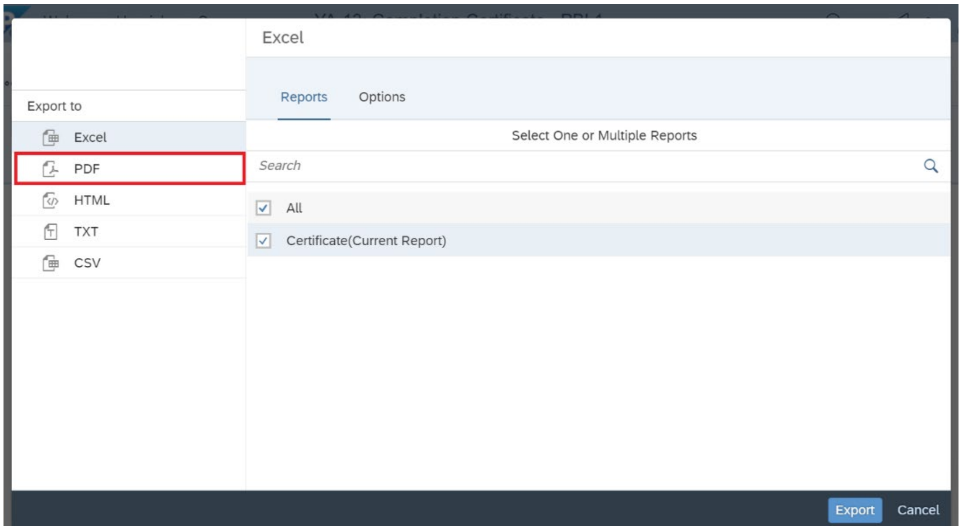
Select the three dots near the top left of the screen under the File menu.



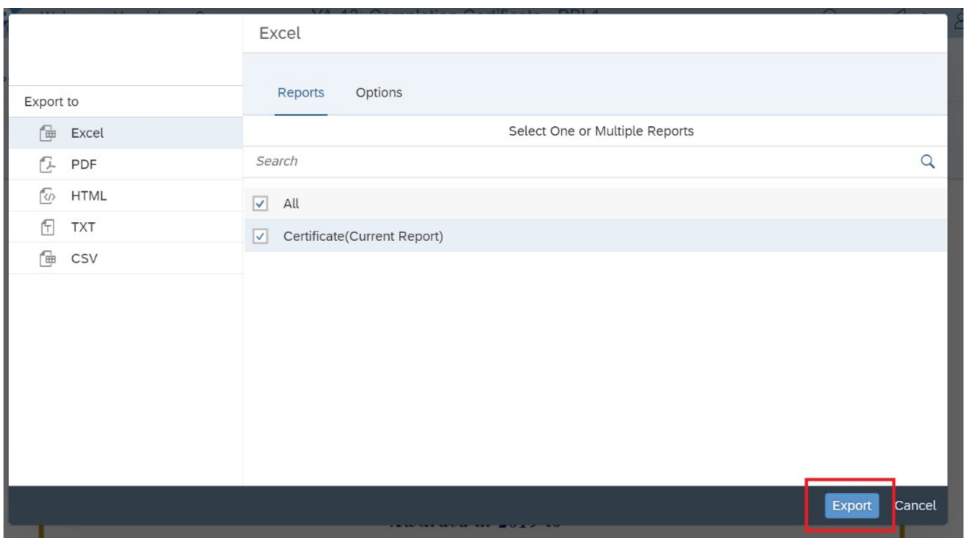
Choose Export



Then, select the option to export to PDF



Finally, select the **Export button** at the bottom of the prompts to create a PDF file of all selected certificates. The certificates can be printed from the PDF file.



9. How to Complete the DETS-10-E

Youth Apprenticeship Regional Coordinator: Access to DWD-DET Automated Systems
Gaining access to the systems you will use as a Youth Apprenticeship Coordinator has two requirements:

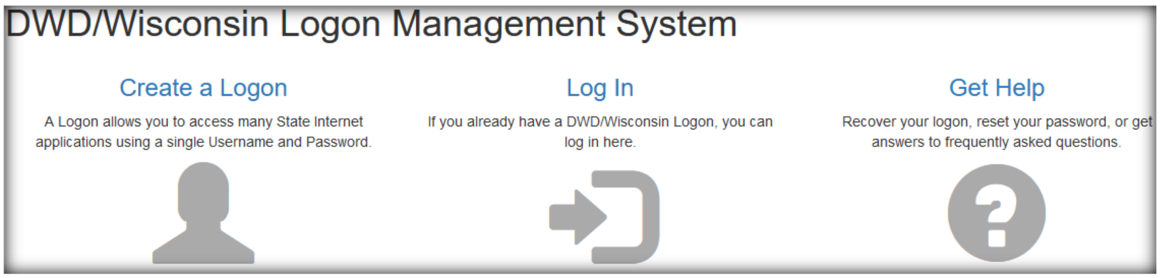
- Create a Logon ID
- Request access to DWD-DET Automated Systems

How to Create a Logon ID:

DWD/Wisconsin Logon Management System
Your Logon ID includes two parts:

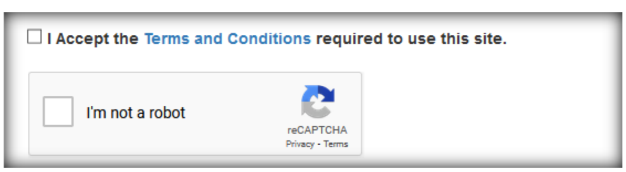
- Your user name
- Your personal password

All managed – from account creation to password recovery – at the logon management system website (accounts.dwd.wisconsin.gov).



Create a Logon: The required fields for logon creation include the following:

- First and last name
- Email address – use your work email address
- Phone number
- Username – your unique identifier
- Password. Strong passwords are recommended with minimum of eight characters.
- Password recovery question/answer. Choose an option you are likely to recall.
- To complete the process, you must accept the Terms and Conditions.



Get Help: This page offers self-recovery options if you are having difficulty.

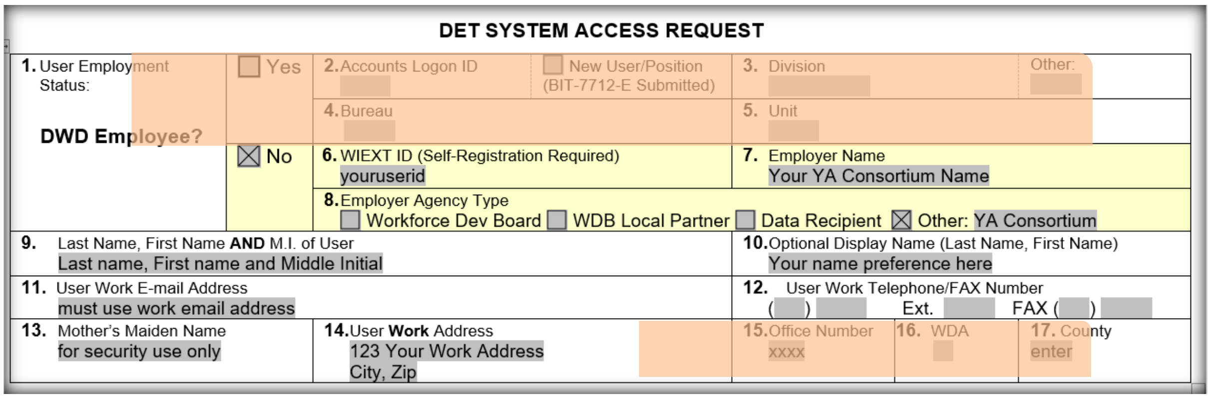
- **Profile Management**: Change your password or contact details
- **Username/Password Recovery**: Help is your account is locked or disabled
- **General**: Information about the system and how it can work for you

How to Request access to DWD-DET Automated Systems:

Complete the DETS-10-E form as a Youth Apprenticeship Coordinator

The DET System Access Request form (DETS-10-E) is required for authorization of access to DET Automated systems such as YODA for Youth Apprenticeship (YA). The following details are specific to YA access. The back page of the form details the responsibilities of the required signatories

Top section: Coordinator details


DET SYSTEM ACCESS REQUEST

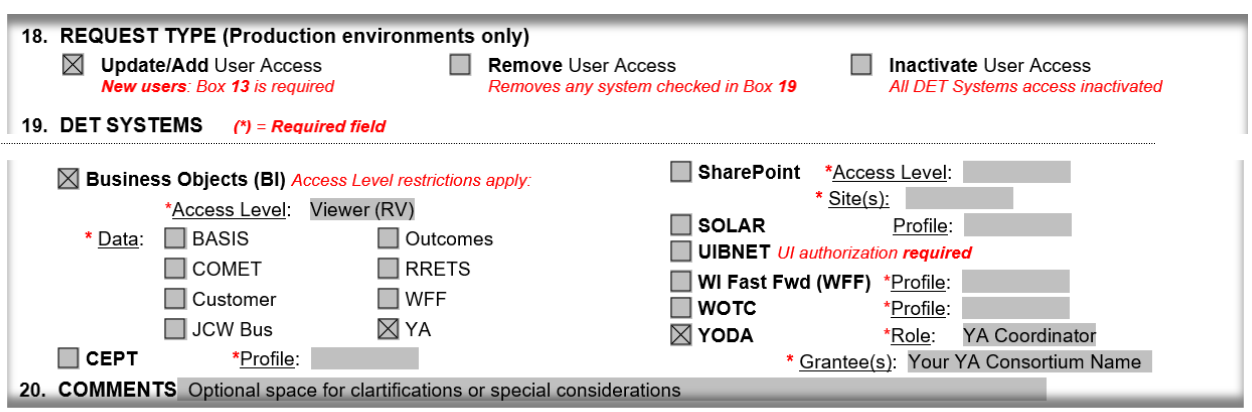
1. User Employment Status: DWD Employee? ☐ Yes ☒ No
2. Accounts Logon ID ☐ New User/Position (BIT-7712-E Submitted)
3. Division Other:
4. Bureau
5. Unit
6. WIEXT ID (Self-Registration Required) youruserid
7. Employer Name Your YA Consortium Name
8. Employer Agency Type ☐ Workforce Dev Board ☐ WDB Local Partner ☐ Data Recipient ☒ Other: YA Consortium
9. Last Name, First Name AND M.I. of User Last name, First name and Middle Initial
10. Optional Display Name (Last Name, First Name) Your name preference here
11. User Work E-mail Address must use work email address
12. User Work Telephone/FAX Number ( ) Ext. FAX ( )
13. Mother's Maiden Name for security use only
14. User **Work** Address 123 Your Work Address City, Zip
15. Office Number xxxx
16. WDA
17. County enter

Box 1: Check "No," you are not a DWD employee. Skip boxes 2-5.

Boxes 6-14: Enter your information

- Box 6: If you don't have a WIEXT ID, create one on the logon management system website (accounts.dwd.wisconsin.gov)
- Box 7: Enter the YA Consortium Name
- Box. 8: Check "Other," then enter "YA Consortium" in the text field
- Box 9: Enter your name in this format – Last, First, Middle Initial. Box 10 can be your common name
- Box 11: You must enter your work email address. Box 12 must be your work phone number.
- Box 13: This detail is a "secret question" for security support only, and is closely guarded
- Box 14: Enter your complete work address. Skip boxes 15-17.

Data request section: Request types and System types. The Box 19 array is frequently updated.


18. REQUEST TYPE (Production environments only)
☒ **Update/Add** User Access — *New users: Box 13 is required*
☐ **Remove** User Access — *Removes any system checked in Box 19*
☐ **Inactivate** User Access — *All DET Systems access inactivated*

19. DET SYSTEMS *(*) = Required field*

☒ **Business Objects (BI)** *Access Level restrictions apply:*
*Access Level: Viewer (RV)
* Data: ☐ BASIS ☐ Outcomes ☐ COMET ☐ RRETS ☐ Customer ☐ WFF ☐ JCW Bus ☒ YA
☐ **CEPT** *Profile:
☐ **SharePoint** *Access Level: * Site(s):
☐ **SOLAR** Profile:
☐ **UIBNET** *UI authorization required*
☐ **WI Fast Fwd (WFF)** *Profile:
☐ **WOTC** *Profile:
☒ **YODA** *Role: YA Coordinator
* Grantee(s): Your YA Consortium Name

20. COMMENTS Optional space for clartifications or special considerations

Box 18: Click the "Update" box for new requests; "Inactivate" removes access to all DET systems.

Box 19: You will need YODA access. You may need Business Objects (BI).

- Business Objects (BI): Select the Access Level "Viewer" from the dropdown; AND check the "YA" box for Data access
- YODA: Select the Role "YA Coordinator" from the dropdown; **and** enter your YA consortium name in the text field

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Signature section: Required signatures and contact details.

21. Supervisor First and Last Name	**22.** Supervisor E-mail Address	**23.** Supervisor Work Telephone ( ) Ext.
24. Supervisor Signature		Date Signed
25. Authorizing Agency	**26.** LSO/DSO First and Last Name	**27.** LSO/DSO Telephone Number ( ) Ext.
28. LSO/DSO Signature		Date Signed

29. Signature of User Requesting Access	Date Signed
30. DET Security Officer Signature	Date Signed

Boxes 21-24: Provide the Supervisor contact details. The Supervisor must sign and date.

Boxes 25-28: Provide the Local Security Officer (LSO) details. The LSO must sign and date.

- Each Consortium must have one LSO.

Box 29: The User must sign and date. Skip box 30.