

Community Construction Training Program (CCTP)

I-Trac Data Entry Guide

*Note: This guide pertains to the CCTP fund only.
Please refer to the [I-Trac Data Entry Manual](#) for a comprehensive overview of I-Trac navigation and data entry procedures.*

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PY26 Contract Performance Measures and Data Points

Use the table below to navigate to the section of the Data Guide related to specific Performance Measures and Data Points.

Performance Measures & Data Points	Definitions	Data Guide Section
Number of people enrolled and receiving Industry-Specific Career Exploration and Career Coaching services. Scope: Career Exploration & Coaching	Number of participants with a Participation Date in I-Trac.	Registration Tab Services Tab
Number of participants who begin PATP or other trades-related training. Scopes: Career Exploration & Coaching PATP	Number of participants with an Occupational Skills Training, PATP, or Workforce Prep service with a status of Started, Completed, or Not Completed, and Industry (NAICS) = Construction, or Target Sector = Construction, Manufacturing, or Transportation.	Training, Post-Secondary Education & Employment Skills
Number of participants who complete PATP or other trades-related training. Scopes: Career Exploration & Coaching PATP	Number of participants with an Occupational Skills Training, PATP, or Workforce Prep service with a status of Completed, and Industry (NAICS) = Construction, or Target Sector = Construction, Manufacturing, or Transportation	

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Performance Measures & Data Points	Definitions	Data Guide Section
Total number of people who successfully begin employment (BOLI Registered Apprenticeship or comparable construction careers). Scopes: Career Exploration & Coaching PATP	Number of participants with one of the following confirmation types on the Outcomes Tab: Employment Confirmation: <i>Placed in Employment.</i> Industry (NAICS) = Construction. Status = Working <i>Placed in Employment – Construction Adjacent.</i> Status = Working Registered Apprenticeship Program Placement Confirmation: <i>Placed in RAP.</i> Status = Dispatched/Working.	Employment Information Employment Confirmations Registered Apprenticeship Program Placement Registered Apprenticeship Program Placement Confirmations
Employment Rate of PY25 PATP Training Completers. Scope: PATP	Of all participants who completed PATP with an end date in PY25, the percentage of those with one of the following: Employment Confirmation: <i>Placed in Employment.</i> Industry (NAICS) = Construction. Status = Working <i>Placed in Employment – Construction Adjacent.</i> Status = Working Registered Apprenticeship Program Placement Confirmation: <i>Placed in RAP.</i> - Status = Dispatched/Working.	Employment Information Employment Confirmations Registered Apprenticeship Program Placement Registered Apprenticeship Program Placement Confirmations

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Performance Measures & Data Points	Definitions	Data Guide Section
Number of new Existing Workers served Scope: Existing Worker Retention	Number of participants with a Participation Date in I-Trac.	Registration Tab Services Tab
Number of participants retained in employment at 6 months. Scope: Existing Worker Retention	Number of participants with Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 6 months” or an Employment Confirmation Type of “Retained job for 6 months”	Employment Confirmations Registered Apprenticeship Program Placement Confirmations
Number of participants retained in employment at 12 months. Scope: Existing Worker Retention	Number of participants with Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 12 months” or an Employment Confirmation Type of “Retained job for 12 months”	
Data Point 6-month Employment Retention Scopes: Career Exploration & Coaching PATP	Of participants employed in the last 12 months, the percentage of those retained for 6+ months. Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 6 months” Employment Confirmation Type of “Retained job for 6 months”	Employment Confirmations Registered Apprenticeship Program Placement Confirmations

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Performance Measures & Data Points	Definitions	Data Guide Section
Data Point 12-month Employment Retention Scopes: Career Exploration & Coaching PATP	Of participants employed in the last 24 months, the percentage of those retained for 12+ months. Registered Apprenticeship Program Placement Confirmation Type of “Retained in RAP – 12 months” Employment Confirmation Type of “Retained job for 12 months”	
Data Point APANO Referrals who begin PATP. Scope: PATP	Of the participants who begin PATP, the number who have “TriMet – 82 nd Ave” as the Other Funding Source on the Registration Tab, and an Other Funding Source Note indicating “APANO Referral”.	Registration Tab Training, Post-Secondary Education & Employment Skills

Prior to CCTP Registration

- Determine Residency Eligibility where required by the fund source (see CCTP Regional Program Standards for individual Funder eligibility requirements). Staff must verify a participant’s address is within the contracted geographic boundary stipulated the fund source used to support the participant:

Fund	Residency Requirement
Washington County	Must reside in Washington County
Metro	Must reside in Multnomah, Washington, or Clackamas Counties.
TriMet – 82 nd Ave.	Participants must reside in one of the following 82nd Ave. Corridor zip codes: 97206, 97213, 97215, 97216, 97218, 97220, 97222, 97266, or 97086.

- Washington County map: [MAP](#)
- If contracted to provide SNAP services via the Career Boost program, verify SNAP status for SNAP recipients in iMatchSkills.

Community Construction Training Program (CCTP)

I-Trac Data Entry Guide

I-Trac Tab

1. **Find the participant in I-Trac:** Use the Search function and look up a participant by name, I-Trac ID #, Job Seeker ID#, or email address.
2. Confirm Birth MM/DD and Last 4 SSN (if available) to verify that you are selecting the correct participant. You can then select the participant and add the CCTP provider record.

I-Trac
Information Management System

Home I-Trac Workshops User Admin Login Requests Resources Batch Reports Batch Entry WEX Bank Reports

find customer

Find a Customer:

Last Name First Name I-Trac Customer ID WS Job Seeker ID

search clear test testr2 OR OR

add Search Results / Add Customer:

Last Name	First Name	MI	Birth MM/DD	Last 4 SSN	I-Trac CustomerID	WS JobSeekerID	Recent Fund Activity
Test	Testr2		01/01	REFUSED	1993908	2587682	HCNW, Housing Works, BTWO3, Re

select

3. If the search results in no records, **add the participant directly in I-Trac**. Click the **add** button, complete the required information and click **save**.

Find a Customer:

No records were found for selected criteria.

Legal Last Name Legal First Name

search clear Test Tim1

add Search Results / Add Customer:

Legal Last Name	Legal First Name	MI	Birth MM
-----------------	------------------	----	----------

Add Customer

save cancel Legal Last Name Legal First Name M.I. Other/Preferred Name Pronouns SSN DOB Sex Gender

--Select One-- --Select One--

Required information:

- Legal Name (Last and First)
- Date of Birth
- Sex

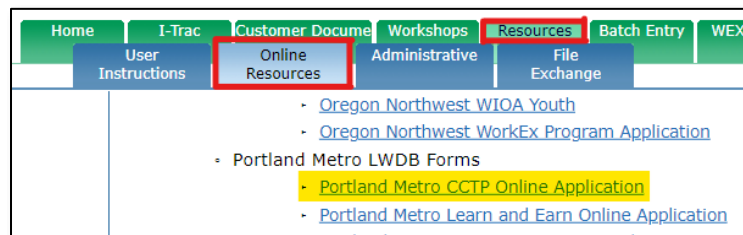
Community Construction Training Program (CCTP) I-Trac Data Entry Guide

When possible, and with participant agreement, collect the participant's SSN and Gender, which will assist in accurate reporting to funders.

CCTP Online Application

An alternative method to add a participant to I-Trac and begin a CCTP record is to use the CCTP Online Application. The online application can be found by going to the Resources Tab → Online Resources. Scroll down to Portland Metro LWDB Forms and click the link for [CCTP Online Application](#).

Complete the form in its entirety to add a participant and create a new provider record in I-Trac.



Community Construction Training Program (CCTP)

I-Trac Data Entry Guide

Community Construction Training Program

Thank you for your interest in training and employment services. Completing this online application is the first step in the application process for this program. Information submitted will be kept confidential and only used by authorized program staff to conduct program eligibility, provide services, and track & report program performance to funders.

*** indicates required field**

Provider*

--Select One--

Legal Last Name*

Legal First Name*

MI

Other/Preferred Name

Pronouns

Birth Date* (MM/DD/YYYY)

Age

Sex*

Gender*

Social Security Number

[Why we collect your SSN](#)

Email Address*

[Get an email address](#)

Home Address*

Apt/Unit #

Zip*

City*

State*

County*

Mailing Address*

☐ Same as home

Apt/Unit #

Zip*

City*

State*

County*

Home Phone

Cell Phone

Message Phone

Other Phone

Which of the following best describes you? Please choose all that apply.*

☐ American Indian or Alaskan Native

☐ Asian

☐ Black or African American

☐ Hispanic or Latino a/x

☐ Middle Eastern / North African

☐ Native Hawaiian or Other Pacific Islander

☐ White

☐ Prefer not to answer

Check all the following characteristics that apply to you*

☐ English Language Learner

☐ I or my Family are Immigrant/Refugee

☐ Justice System Impacted

☐ Person Experiencing Homelessness

☐ Person with a Disability

☐ Receiving Public Assistance (SNAP, TANF, SSI, SSDI, Refugee or other assistance)

☐ Veteran

☐ None Apply

Household Size*

Household Income (Annual)*

Submit

Cancel

Once the application is submitted, a new CCTP record will be created in I-Trac, with an Application Date. To complete the Registration process, search for the participant in I-Trac, open the corresponding CCTP record, and complete the remaining data elements within the Registration Tab.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

Providers Tab

Once the participant has been selected (or added to I-Trac), add the CCTP provider record:

- On the Providers Tab, click “**add**” in *Providers Control*
- Service Provider = CCTP - {Your Organization}
- Customer Of = Choose Your Name
- Application Date = The date you are beginning the registration process (NOTE: This date must be before the date of the first CCTP grant funded service).
- Click “Save” to finish creating the CCTP record.
- Proceed to the Registration Tab and complete all the data entry fields.

The screenshot shows the I-Trac interface with a navigation bar at the top containing links: Home, I-Trac, Workshops, User Admin, Login Requests, Resources, and Batch Reports. Below this is a 'Providers' sub-tab. The main content area displays 'find customer | providers' and 'Name: Testr2 Test (I-Trac ID: 1993908)'. A table titled 'Providers' is visible, with columns for 'Service Provider' and 'Customer Of'. The 'add' button is circled in red.

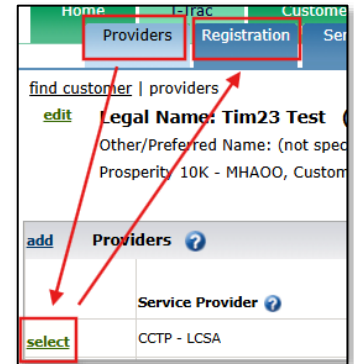
The screenshot shows the 'Providers' section with a 'Service Provider' dropdown menu. The dropdown is open, showing a list of options: '--Select One--', 'Career Boost - LWA Portland Metro - All Agencies and Projects', 'CCTP - Central City Concern', 'CCTP - Constructing Hope', 'CCTP - LCSA', 'CCTP - Oregon Tradeswomen', 'CCTP - POIC', 'CCTP - PYB', and 'CCTP - Urban League'. The 'save' and 'cancel' buttons are visible on the left side of the dropdown.

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Registration Tab

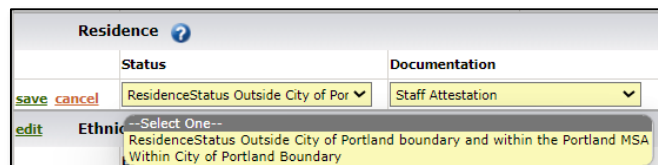
On the Providers Tab, select the CCTP record just created, then click on the Registration Tab.

To assist with data entry, some registration information on the *Registration Tab* may automatically import from the most recent active enrollment in I-Trac or the CCTP Online Application. Please review and update this information to reflect what is true at the time of enrollment in CCTP. Use the “**add**”, “**edit**”, and “**save**” buttons in each field to complete each one.



The screenshot shows the I-Trac interface with the Providers tab selected. The Registration tab is highlighted in blue. A red box highlights the 'select' button in the Providers list. The Providers list shows a record for 'CCTP - LCSA' with a 'select' button next to it. The Registration tab is also visible, showing fields for Legal Name, Other/Preferred Name, and Prosperity.

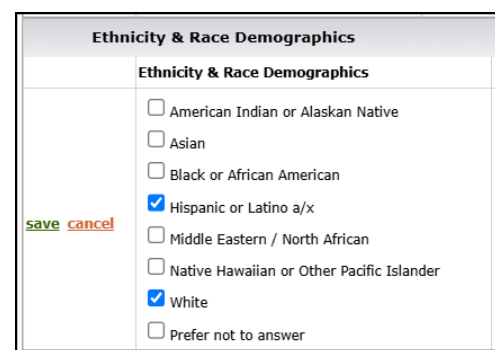
1. Address
2. Phone number(s)
3. Email address
4. Residence – Indicate whether participant is within the contracted residential boundary. The question mark button will provide details regarding the drop-down options.



The screenshot shows the Residence field in the I-Trac interface. It has a 'Residence ?' header. Below it are two dropdown menus: 'Status' and 'Documentation'. The 'Status' dropdown is set to 'ResidenceStatus Outside City of Por' and the 'Documentation' dropdown is set to 'Staff Attestation'. There are 'save' and 'cancel' buttons next to the Status dropdown, and an 'edit' button next to the Documentation dropdown.

Note: **This item is optional for PY26. This was required for participants funded with COEP funds, which are not part of PY26 contracts.*

5. Ethnicity and Race Demographics
Verify with participant. If the participant indicates they identify as more than one race or ethnicity, select all of the applicable boxes.
6. Social Security Number
Verify last 4 digits of SSN if participant has not already refused to provide it.



The screenshot shows the Ethnicity & Race Demographics field in the I-Trac interface. It has a header 'Ethnicity & Race Demographics'. Below it is a list of checkboxes for various ethnicities and races. The 'Hispanic or Latino a/x' and 'White' checkboxes are selected. There are 'save' and 'cancel' buttons next to the list.

7. Birth Date
Verify with participant. You must still “**edit**” and “**save**” this field, even if the information displaying is correct.

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8. Other Characteristics – Choose those which apply. If none, select “None Apply.”

Other Characteristics	
Other Characteristics ?	
save cancel ☐ English Language Learner ☐ I or my Family are Immigrant/Refugee ☐ Justice System Impacted ☐ Person Experiencing Houselessness	☐ Person with a Disability ☐ Receiving Public Assistance (SNAP, TANF, SSI, SSDI, Refugee or other assistance) ☐ Veteran ☒ None Apply

9. Other Funding Source

Select the funding source from the dropdown menu. This “Other Funding Source” tag allows us to determine the fund used to support the participant in their enrollment and to whom their performance gets reported. ***The fund source chosen must be part of your current CCTP contract.*** If you have multiple fund sources in your contract, choose the one being used to fund the services for the participant. For reference, a table of fund names and their corresponding contract/budget fund numbers is provided below.

You may use the provided Notes field (optional) to add specific details. This may be helpful in certain situations, such as:

- A participant crosses over program years, and the fund sources in your contract change.

For PATP’s utilizing TriMet – 82nd Ave. funds, use the Notes field to indicate when a participant was referred by APANO.

Other Funding Source			
Date	Funding Source	Notes	
save cancel	12/3/2025 --Select One--		
edit delete	--Select One--		
edit	Six Month Income		
	Household Size		
	1		
edit	CCTP Registration		
	Oregon Registered		
	Carpenter		
	Registration Notes		

Fund Name (PY26)	Contract / Budget Fund #
CDEF Mult. County	556
Metro	463
Mult. Co.	561
SNAP Reinvest	752
TriMet – 82 nd Ave.	822
Wash. Co.	542

10. Six Month Income

Enter the participant’s current six-month income estimate.

Six Month Income					
	Household Size	Household Income	50% MFI Max	Income Status	Income Documentation
	3	\$0.00	\$23,962.00	Low Income	Customer Attestation

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11. CCTP Registration

This field is required for all participants tagged to the **COEP City of Portland** fund source. Since these funds are not part of PY26 contract, this is optional to complete.

Select from the drop-down menu the ratepayer trade(s) in which the participant has expressed interest.

The screenshot shows the 'CCTP Registration' form. On the left, there are buttons for 'save', 'cancel', 'edit', and 'Regis'. The main area is titled 'Oregon Registered Trades' and contains a list of trades with checkboxes: Carpenter (checked), Cement Mason, Electrical (checked), Flagger, Laborer, Plumber, Power Equipment Operator, and Truck Driver. A dropdown arrow is visible on the right side of the list.

12. Registration Notes – *not required*.

13. Registration Results – Results will tell you what information is missing, and if the participant is eligible or not. If there is missing or incomplete information, go back to the appropriate control in the Registration Tab and complete the required steps. If no missing information is listed complete the *Registration Completion Control*.

Registration Results		
Missing Information	Ineligible Reasons	Prioritization
(All required registration information has been entered)	(Eligible)	(None)

14. Registration Completion

- Select your name from the drop-down menu.
- Click Save

The screenshot shows the 'Registration Completion' form. It has buttons for 'save' and 'cancel'. There are two fields: 'Application Date' with the value '3/20/2023' and 'Registered By' with a dropdown menu showing 'Finnegan, Tim'.

Signature Requirements

Following completion of the registration process, the participant must sign the program application generated in I-Trac.

There are two ways to acquire the participant's signature:

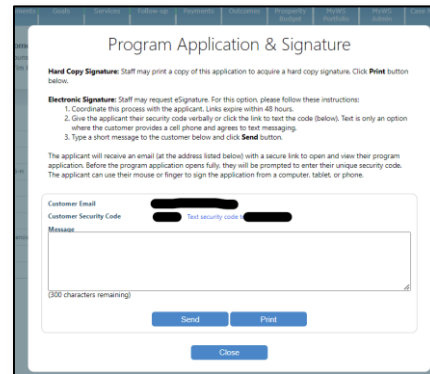
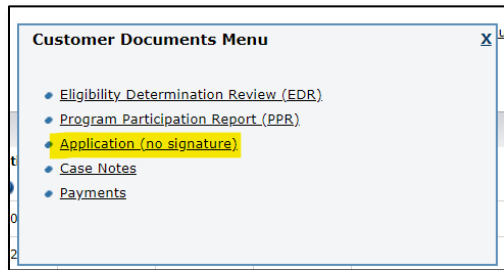
- Collect via an e-signature (preferred).
- Print the application for signature and use the Document Upload Tool to save it to the participant's I-Trac record.

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I-Trac Data Entry Guide

E-signature Method

Click on the Customer Documents Menu in the upper right area of the I-Trac screen, then click on the Application link, which will bring up the Program Application and Signature screen.

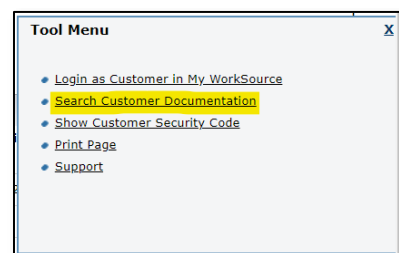


Follow the on-screen instructions to send the application link via email to the participant. The security code can be relayed to them verbally, or via text messaging if the participant agreed to receive text messages during the registration process. Note that the link to complete the application e-signature expires in 48 hours. If the participant does not complete the e-signature within that timeframe, repeat this process to send them a new link and security code. Once the participant has signed electronically, their application will be updated in I-Trac and reflected as "signed" in the Customer Documents Menu.

Print and Upload Method

Click on the Customer Documents Menu in the upper right area of the I-Trac screen, then click on the Application link. In the Program Application and Signature window that is displayed (see above), click on the Print button. The program application is displayed on a new browser tab. Print the application in full and have the participant sign it. Once signed, scan or take a photograph of the entire application. Use the Document Upload Tool to attach the application to the participant's I-Trac record.

Find the Document Upload Tool by going to the Tools menu in the upper right area of the I-Trac screen. Click on "Search Customer Documentation" from the Tool Menu.



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You are now in the Customer Documents tab for this participant. Click on “Upload” to begin the process:

	Customer Name	Customer ID	Birth MM/DD	Recent Fund Activity
upload hide	Kari13 Test	[REDACTED]	[REDACTED]	EOP COEP, CCTP, PDX Metro

Choose how you want to upload the signed application. If you have scanned and saved the application to your device, select the first option, and choose the document type from the drop-down menu that appears. Click “Next.”:



I-Trac Secure Document Upload

Customer Name
Kari13 Test

I-Trac Customer ID
[REDACTED]

Select how you are uploading the document.

- ☐ Staff Upload - Upload document from this device
- ☐ Staff Upload - Upload document from another device
- ☐ Customer Upload - Send request to customer for upload

[CANCEL](#)



I-Trac Secure Document Upload

Customer Name
Kari13 Test

I-Trac Customer ID
[REDACTED]

Select how you are uploading the document.

- ☒ Staff Upload - Upload document from this device
- ☐ Staff Upload - Upload document from another device
- ☐ Customer Upload - Send request to customer for upload

Select document type.

Application (Signed Program Application)

[NEXT >](#)

Follow the on-screen prompts to complete the upload process.

Review the application

Once the application has been e-signed or scanned and uploaded, it needs to be reviewed in I-Trac to ensure accuracy and completeness.

Go to the Customer Documentation Tab:



[Home](#) [I-Trac](#) [Customer](#) [Workshops](#) [Resources](#) [Batch Entry](#) [WEX Bank](#) [Reports](#)

[Search](#) [Upload](#) [Document Types](#)

Search for customer or search for the staff that uploaded the document or requested a customer upload a document below.

Legal Last Name	Legal First Name	Customer ID	Email	OR	Staff Last Name	Staff First Name	Review Status
							☐ Review needed only

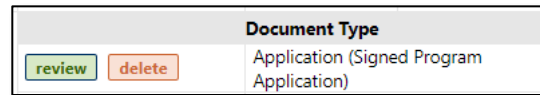
[Search](#) [Clear](#)

Search by individual participant name or I-Trac ID#, or by the staff person attached to that participant. If searching by staff person, check the “Review needed only” box. This

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will generate a list of that staff person's participants with outstanding documents to review.

After searching for the participant, a list of documents in I-Trac for that participant is displayed. Find the signed application and click on the "Review" button.



In the review window, make sure the entire document is readable and the information in the yellow fields is accurate, then click on "Complete Review" at the bottom of the window. After the review is complete, the image of the document is hidden in order to protect personally identifiable information (PII).

After completing the review, attach the document to the appropriate fund enrollment(s). The right-hand column in the list of documents show the "Attached Enrollments."



For the document just reviewed, click on the "attach" button, and select the fund enrollment in the window that is displayed.

The application is now signed, stored in I-Trac, and attached to the participant's CCTP enrollment.

For a detailed overview of this process, watch the tutorial video linked on the Resources Tab in I-Trac, and/or the I-Trac training on the Worksystems [Knowledge Base](#).

Career Boost

For participants who qualify for Career Boost services, complete a Career Boost enrollment in I-Trac (if there is not already an active Career Boost record). For a detailed overview of the Career Boost enrollment process visit the Knowledge Base here:

[Career Boost Staff Training – Knowledge Base](#)

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Services Tab

Once staff complete CCTP registration and Career Boost registration (if applicable), they must go to the Providers tab and select the CCTP record. The first CCTP service must be provided and entered before the participant has a CCTP “participation” date and is considered fully enrolled in the program (this must happen within 45 days of the Registration Date).

1. Services Control

Enter the first service here to set the participation date. Click on “add” and enter the start and end date for the service (for all CCTP services in the Services Control, the start and end date should be the same), select the service name and mark status as completed. Staff should always mark a service status as “completed” and input new service entries each time they are delivered.

Start Date		End Date	Service	Status	Copy To	Location	Delivery Method
save	cancel		--Select One--	--Select One--	Career Boost - IWA Portland Metro All Services and Dates are Final	n/a	--Select One--
edit	delete	8/5/2026	8/5/2026	--Select One--		n/a	In Person
edit	delete	8/5/2026	8/5/2026	Apply to Comparable Construction Career		n/a	In Person
			Apply to Registered Apprenticeship Program				
			Career Coaching				
add	Training, Post-Secondary Education						
	Start Date	End Date	Referred to comparable construction career	Status	Location		
	Industry (NAICS)		Referred to construction-related Occupational Skills Training		Course of Study (CIP)		
	Training Provider		Referred to PATP		Pell Recipient		
	WIOA ITA	Trade Act	Referred to RAP		Other Funding Source		
	Copy To		Retention Support		Skills Gain		
					Delivery Method	Last Modified By	

[scroll to top](#)

Refer to the [CCTP Regional Program Standards](#) for specific descriptions and definitions of each of the listed service types.

CCTP services should be provided and entered in I-Trac at least once every 90 days to keep a record active. Failure to do so will cause the record to be automatically exited, at which point services can no longer be entered, and the 24-month Follow-Up/Retention period begins.

Data entry is required to be completed within 5 days of the date of the service.

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For participants co-enrolled in Career Boost (if applicable):

Services need to occur monthly and be copied to the Career Boost record in I-Trac, as well as the participant's iMatchSkills record.

Career Coaching and Job Search Assistance services are delivered as part of the core CCTP pre-apprenticeship training service. These services copy down as Career Coaching and Job Search in the Career Boost record.

"Referred to" and "Apply to" services do not copy down to Career Boost, so a "career coaching" service type should always be entered and marked as complete on the same date as the "referred to" or "apply to" service (and copied down to Career Boost for SNAP recipients).

Refer to the [Career Boost Data Entry Guide](#) for more detailed information.

2. Training, Post-Secondary Education & Employment Skills

There are three types of training services that can be documented in this control: "Pre-Apprenticeship Program," "Occupational Skills Training," and "Workforce Prep".

All fields highlighted in yellow are required to be completed in this control.

- **Pre-Apprenticeship Training** services are training offered through an approved BOLI registered Pre-Apprenticeship Program.
- **Occupational Skills Training** is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required for employment in a specific field.

For CCTP, Occupational Skills Training services must be *construction-related* to count toward performance. For a training to be counted as *construction-related*, one or more of the following conditions must be met:

- The *Industry (NAICS)* field = Construction.
- The *Target Sector* field = Construction, Manufacturing, or Transportation
- **Workforce Preparation** service are activities, programs or services designed to help an individual acquire any combination of the skills necessary for successful transition into and completion of post-secondary education or Training, or successfully entering employment.

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For CCTP, Workforce Preparation services must be *construction-related* to count toward performance. For a training to be counted as *construction-related*, one or more of the following conditions must be met:

- The *Industry (NAICS)* field = Construction.
- The *Target Sector* field = Construction, Manufacturing, or Transportation

Examples of Workforce Prep activities that may be construction related include but are not limited to, forklift operator, flagger, first-aid required for an employment position, OSHA health and safety certifications, and other occupational skills education leading to non-Department of Labor (DOL) defined credentialed certifications that are required for entry level, health or safety employment requirements. Utilize the Support Services payment type of Books and Fees.

Please refer to the CCTP Regional Program Standards for additional training service definition details.

For multiple participants beginning the same training, you may opt to use the Batch Entry tab to complete this process. [See instructions at the end of this guide.](#)

For Career Boost

Copy training services to Career Boost records for SNAP recipients, if your program has contract performance for one of the following DHS Service Components:

- Pre-Apprenticeship
- Career/Technical Education or Other Vocational Training

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Service

--Select One--

--Select One--

Occupational Skills Training

Pre-Apprenticeship Program

Workforce Preparation

Training, Post-Secondary Education & Employment Skills

Start Date: 09/21/2026 End Date: 12/11/2026 Target End Date: 12/11/2026 Service: Pre-Apprenticeship Program Status: Started Location: n/a

Industry (NAICS): Construction Target Position (ONET): 47-2111.00, Electricians Target Sector: Construction Course of Study (CIP): 46.0302, Electrician

Training Provider: Oregon Tradeswomen Pre-Apprenticeship Training Program Course Name: Pell Recipient: No

WIOA ITA: Trade Act: Planned Credential or Measurable Skills Gain: Does not apply to this service Delivery Method: In Person Last Modified: scroll to top

Copy To: Career Boost - LWA Portland Metro - All Associates and Degrees

Other Funding Source: CDEF Mult. County COEP City of Portland Metro Mult. Co. Port of PDX SNAP Reinvest TriMet TriMet - 82nd Ave Wash. Co.

Note: Make sure to select the Other Funding Source that is supporting the participant's training. This is especially important for providers who may be contracted to provide multiple CCTP scopes (i.e. PATP and Existing Worker Retention). In most circumstances, participants are only tagged to a single funding source as noted on the Registration Tab. The same funding source would need to be tagged in this control.

Use the dropdown menu to update the training status when appropriate and as follows:

Training, Post-Secondary Education & Employment Skills

Start Date: 5/27/2025 End Date: 7/11/2025 Target End Date: 7/11/2025 Service: Pre-Apprenticeship Program Status: Started Location: n/a

Industry (NAICS): Construction Target Position (ONET): Carpenters Target Sector: Construction Course of Study (CIP): 46.02, Carpenters

Training Provider: Portland YouthBuilders (PYB) Course Name: Pell Recipient: No

WIOA ITA: Trade Act: Planned Credential or Measurable Skills Gain: Associates Degree Delivery Method: In Person Last Modified By: Raggett, Maria

Copy To: Pell Recipient: No Other Funding Source: CDEF Mult. County

- “Next Step” – this status is used prior to the onset of training.
- “Started” – use once the training has officially begun.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

- “Completed” – use once the participant has *successfully completed* training. **An End Date must be added when changing to this status.**
- “Not Completed” – use this status for participants who are unsuccessful or do not finish training. **An End Date must be added** (approximate last date of attendance).
- “Cancelled” – use this status for participants who started training, but who “backed out” (effectively did not start). These participants will not count toward or against performance.

Follow-Up Tab

Follow-Up services, while not required, are available to assist those participants who have exited, but may still need or request additional career coaching, job search assistance, or other supports. Follow-Up services begin at a participant’s exit date and may continue for a period of two years, at which point the participant is Full Program Exited and the record is closed.

To enter Follow-Up services, click the “add” button and complete the required fields. Career Coaching and Job Search Assistance are the only two service options available in Follow-Up.

The screenshot shows the 'Follow-up Services' form in I-Trac. At the top left, there is a red box around the 'add' button. The form has a header bar with the title 'Follow-up Services' and a help icon. Below the header, there is a table with the following columns: Start Date, End Date, Service, Status, Delivery Method, and Copy To. The 'Start Date' field is populated with '10/15/2025'. The 'Service' field is a dropdown menu with '--Select One--' selected. The 'Status' field is a dropdown menu with 'Completed' selected. The 'Delivery Method' field is a dropdown menu with 'In Person' selected. The 'Copy To' field is a dropdown menu with a downward arrow. Below the table, there are links for 'save', 'cancel', and 'scroll to top'. A dropdown menu is open under the 'Service' field, showing two options: 'Career Coaching [Follow-up]' and 'Job Search Assistance [Follow-up]'.

While in the 24-month Follow-Up period, payments for allowable support services can still be made and entered on the Payments Tab. Placements in unsubsidized employment and Registered Apprenticeship and their associated confirmations can all be entered on the Outcomes Tab while a participant is in Follow-up.

If a participant in Follow-Up needs or requests services that are more aligned with In-Program services (i.e. Training) or will require more time than the participant has remaining in Follow-Up, the participant can be brought back to In-Program services by contacting your Worksystems contract manager to reverse the exit so additional In-Program services can be entered in I-Trac.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

Payments Tab

Enter payments made with CCTP funds directly into the CCTP record. *Reminder: A payment alone is not a service and will not keep a record from exiting.*

There are four types of payments that can be logged in the record:

1. Training and Education Service payments, which cover costs of training (i.e. tuition) not already built into program costs.
2. Incentive payments: enter incentive payments if your program and contract budget have been approved for these payments.
3. Stipend payments: enter stipend payments if your program and contract budget have been approved for these payments.

add	Training & Education Service Payments						
Total Training & Education Service Payments: \$0.00							
Date	Status	Service	Service Status	WIOA ITA	Payment Type	Amount	
Paid To		Fiscal Reference	Location		Staff		
add	Incentive Payments						
Total Incentive Payments: \$0.00							
Date	Status	Payment Type	Amount		Paid To		
Fiscal Reference		Planned Incentive	Staff				
add	Stipend Payments						
Total Stipend Payments: \$0.00							
Date	Status	Payment Type	Amount		Paid To	Fiscal Reference	
Justification			Location		Staff		

4. Supportive Services payments: enter needs-based supportive service payments. Select the Payment Type from the dropdown menu. Needs outside of those listed are not allowable by the program. *Refer to the Regional Program Standards for detailed information on each of the payment types, including the back-up documentation required to support the payment.*

Support Services Payments						
Total Support Service Payments: \$0.00						
Approved Date	Payment Type	Amount	Paid To	Location		
08/29/2024	Housing Payment	1500	ABC Apartments	n/a		
Justification	Fiscal Reference		Staff			
Financial hardship due to fewer hours worked.			Tim Finnegan			

Community Construction Training Program (CTTP) I-Trac Data Entry Guide

Outcomes Tab

CTTP Outcomes should be tracked and entered regularly. This program is intended to provide Pre-Apprenticeship and/or other Construction-related training services (Occupational Skills Training, Workforce Preparation) leading to Registered Apprenticeships, and/or comparable construction jobs.

1. Program Status – tracks program enrollment and exit dates.

After a participant has been placed and started in a Registered Apprenticeship or comparable construction job, and they are no longer in need of services, they can be exited from the program. Before exiting a participant:

- Ensure all services have been entered and statuses marked as “completed.”
- Ensure data is entered for the participant’s Registered Apprenticeship or construction job.

In the Program Status control, click “add,” select “Exit” from the drop-down menu, and enter the date exited.

If a participant record is not manually exited following this process, the record will “Auto Exit” if 90 days pass without a service recorded on the services tab.

Program Status	
Program Status	Date
--Select One--	
--Select One--	5/27/2025
Exit	5/27/2025
Exit - Deceased	5/27/2025
Exit - Health/Medical Reasons	
Exit - Institutionalized	
Exit - Reserve Forces called to Active Duty	
Credential Name	
Last Modified By	



Once an exit has been entered, the Services Tab no longer allows data entry.

The other exit options, called “global exits”, have specific definitions which can be found in the Regional Program Standards. These exit types should be used on rare occasions and only when the situation will not allow a participant to re-engage in services for an extended period of time.

2. Credentials

Add industry-recognized credentials attained by the participant. **Copies must be collected and uploaded to the participant’s I-Trac record using the Document Upload tool.**

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

BOLI Pre-Apprenticeship and Registered Apprenticeships credentials should be tracked as **“Non-DOL Approved”** Credential Type. Please specify BOLI Pre-Apprenticeship or Registered Apprenticeship in the text field. Certifications like Forklift, Flagger and other OSHA 10/30 do not qualify as DOL approved credentials. These certifications will not be tracked but can be assumed if delivered during Pre-Apprenticeship.

Credentials					
	Date	Credential Type	Credential Name	Status	Documentation
save cancel	03/31/2023	Non-DOL Approved Credential		Attained	Certificate
	Related Training/Education Service		Last Modified By	Date Modified	
	Yes: Pre-Apprenticeship Program (03/20/2023)				

3. Employment Information

Use this control to track a participant’s *Unsubsidized Employment* (aka *Comparable Construction Career*). Enter the Start Date of the employment, the Employment Type, Employer Name (searchable), and select the Industry from the dropdown menu. Once saved, an additional line of fields appears where employment details should be entered including position, wage, average weekly hours, and benefits.

Employment Information					
	Start Date	End Date	Employment Type	Employer	Industry (NAICS)
save cancel	06/23/2025		Unsubsidized Employment	K & D Flagging	Construction

edit delete	6/23/2025		Unsubsidized Employment	K & D Flagging	Construction
	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits
save cancel	06/23/2025	47-2061.00, Construction Laborer	24.00	40	☒ Dental

4. Employment Confirmation

For an unsubsidized employment placement to count toward contract performance outcomes a confirmation must be entered in this control. The confirmation should be entered at the same time as the Placement is entered. There are several confirmation types that are available to distinguish placement in a Construction, or Construction-adjacent job, and those that are unrelated to Construction. Select the appropriate Confirmation Type based on the industry and position of the placement. *See table below.*

Community Construction Training Program (CCTP)

I-Trac Data Entry Guide

Confirmation Type	Use when...
Placed in Employment	Employment is in Construction. The <i>Industry (NAICS)</i> selected = "Construction"
Placed in Employment – Construction Adjacent	The job is outside the Construction industry, but provides the participant with related skills and experience that could help them along their career path to a job or apprenticeship in Construction. Generally speaking, jobs within the following industries could be considered "Construction Adjacent": • Administrative and Support and Waste Management and Remediation Services • Manufacturing • Transportation and Warehousing • Utilities
Placed in Employment – Non-industry	The job is unrelated to the Construction Industry and does not provide the skill-building or experience needed to move into Construction or Construction-related employment.
Retained Job for 6-months	The participant has been in employed in a Construction or Construction-adjacent job for at least 6 months (as counted from the employment start date).
Retained Job for 12-months	The participant has been in employed in a Construction or Construction-adjacent job for at least 12 months (as counted from the employment start date).

Steps for entering Employment Confirmations:

- Begin by entering the Confirmation Date, Confirmation Type, and Status
- Select the Confirmation Detail, which ties the confirmation to a specific placement, as entered in the Employment Information control.
- If the employment is related to a training service, select it in the Related Training Services dropdown.

Employment Confirmation					
Date	Confirmation Type	Status	Confirmation Detail		
06/25/2026	--Select One--	Working	K & D Flagging, Traffic Technicians, Started: 06/25/2026		
Confirmation Period	--Select One--		Related Training Services	Documentation	
	Placed in Employment		No Training	Dropdown Not Yet Defined	
add Registered Apprenticeship	Placed in Employment - Construction Adjacent				
Start Date	Placed in Employment - Non-industry		ment Type	Status	Out of State RAP
Related Training	Retained job for 12 months (from hire date)		Position (ONET)	Wage at RAP Entry	RAP/JATC Name
add Registered Apprenticeship	Retained job for 6 months (from hire date)		Last Modified By		

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

add Employment Information						
	Start Date	End Date	Employment Type	Employer	Industry (NAICS)	
edit	12/4/2025		Unsubsidized Employment	K & D Flagging	Construction	
	add	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits
		6/25/2026	Traffic Technicians	\$25.00	40.00	Dental, Disability, Health, Paid Leave
		12/4/2025	Traffic Technicians	\$23.00	40.00	No Benefits
add Employment Confirmation						
	Date	Confirmation Type	Status	Confirmation Detail		
edit delete	6/25/2026	Placed in Employment	Working	K & D Flagging, Traffic Technicians, Started: 06/25/2026		
	Confirmation Period	Staff	Related Training Services	Documentation		
	06/25/2026	Tim Finnegan	No Training			

	Start Date	End Date	Employment Type	Employer	Industry (NAICS)	
edit	9/21/2026		Unsubsidized Employment	ABC Company	Manufacturing	
	add	Date	Position (ONET)	Hourly Pay	Hours/Week	Benefits
		9/21/2026	Manufacturing Production Technicians	\$23.00	40.00	Dental, Health, Life Insurance
add Employment Confirmation						
	Date	Confirmation Type	Status	Confirmation Detail		
edit delete	12/4/2025	Placed in Employment	Working	K & D Flagging, Traffic Technicians, Started: 12/04/2025		
	Confirmation Period	Staff	Related Training Services	Documentation		
	12/04/2025	Tim Finnegan	No Training			
	Date	Confirmation Type	Status	Confirmation Detail		
edit delete	9/21/2026	Placed in Employment - Construction Adjacent	Working	ABC Company, Manufacturing Production Technicians, Started: 09/21/2026		
	Confirmation Period	Staff	Related Training Services	Documentation		
	12/04/2025	Tim Finnegan	No Training			

5. Registered Apprenticeship Program Placement

All Registered Apprenticeship placements will be entered in this control. Enter the start date and placement type, then select the status from the drop-down menu (Active, Cancelled/Terminated, Completed, Suspended).

***NEW:** Select whether the RAP is, or is not, an out-of-state program. If the program is registered with Oregon BOLI, select “No” and proceed to complete the RAP/JATC Name field. If the program is out of state and not registered with Oregon BOLI, select “Yes” (the RAP/JATC Name field will no longer be required), and complete the remaining required fields.

Registered Apprenticeship Program Placement							
save cancel	Start Date	End Date	Target End Date	Placement Type	Status	Out of State RAP	RAP/JATC Name
	9/1/2026			Registered Apprenticeship	Active	☐ Yes ☒ No	1015, OREGON & SW-WA CEMENT MASONS JATC
	Related Training	Industry (NAICS)	Position (ONET)		Wage at RAP Entry	Last Modified By	
	No Training	Construction	47-2021.00, Brickmasons and Blockm		25.00		

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

The RAP/JATC Name is searchable. Begin by entering the Master Agreement number (MA#), or JATC Name in the field and you will see a list of Registered Apprenticeship programs from which to select.

If you do not know the MA# of your participant's RAP, you can search for it on the BOLI website here:

[Apprenticeship and Training Division](#)

Complete the RAP Placement data entry by selecting a related training (if applicable), the Industry, Position, and beginning Wage.

6. Registered Apprenticeship Program Placement Confirmation

The Registered Apprenticeship Program Placement Confirmation tracks the participant's progress during their apprenticeship. Since Apprentices can be on and off work periodically, the confirmation control is a means of confirming that the participant is still active and engaged in their RAP, and further confirms when an apprentice is working. Select the appropriate Confirmation Type and Status when completing this control.

Confirmation Type	Use when...	Status
Placed in RAP	Participant has been accepted into and is Active in a Registered Apprenticeship Program.	Not Working Participant is active in their RAP, but awaiting their first/next dispatch.
		Dispatched / Working Participant is dispatched to a job site and has earned wages. A confirmation with this type and status will pull the participant into contract performance as "employed".
Retained in RAP – 6-months* (see notes below)	Participant has been active in their RAP for at least 6 months.	Either status ok as long as the Placement status is still "Active".
Retained in RAP – 12-months* (see notes below)	Participant has been active in their RAP for at least 12 months.	Either status ok as long as the Placement status is still "Active".

Community Construction Training Program (CCTP) I-Trac Data Entry Guide

*Notes on Retained in RAP confirmations:

- For *first-time* RAP placements, the 6- and 12-month retention confirmations are measured from the start date of their entry into the RAP.
- For *existing* Apprentices served under the CCTP Existing Worker Retention scope, the 6- and 12-month retention confirmations are measured from the participants CCTP Participation Date (enrollment).

Steps for entering RAP Placement Confirmations

Registered Apprenticeship Program Placement Confirmations						
	Date	Status	Confirmation Type	Employer	Placement	Wage at Confirmation
save cancel		--Select One--	--Select One--	find	PACIFIC NW CARPENTERS JATC Started: 2/3/2025	
edit delete	2/10/2025	Dispatched/Working	Placed in RAP	ABC Construction	PACIFIC NW CARPENTERS JATC Started: 2/3/2025	\$25.00
edit delete	4/10/2025	Not Working	Placed in RAP		PACIFIC NW CARPENTERS JATC Started: 2/3/2025	
edit delete	4/18/2025	Dispatched/Working	Retained in RAP	Construction Company	PACIFIC NW CARPENTERS JATC Started: 2/3/2025	\$25.50

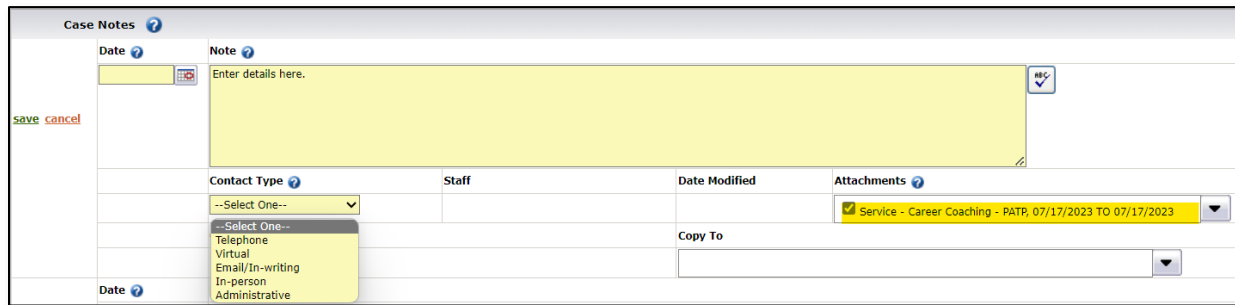
- Begin by entering the date of the confirmation and select the confirmation status (Dispatched/Working, or Not Working).
- Select the Confirmation Type
- If the participant is Dispatched/Working at the time of confirmation, enter the Employer and the Wage at Confirmation. If the participant is Not Working, these two fields are not required.
- Select the RAP placement in the Placement field to tie the confirmation to the RAP entered in the RAP Program Placement control.

Case Notes Tab

Narrative case notes are not a service but may be completed in I-Trac to document additional detail around participation activities, successes and challenges. Narrative case notes entered should not repeat information already entered in the I-Trac system, but expand upon, provide context to or augment service or employment data. Case notes should be kept professional and objective and never reveal sensitive information (like protected health information) which could have negative impact on the participant.

Case notes can be entered from other I-Trac tabs (such as Services and Payments) by clicking the notepad icon (📝), or can be directly input from the Case Notes tab. If a case note is related to a specific service, payment, placement or employment, use the drop-down menu under “Attachments” to make an appropriate selection.

Community Construction Training Program (CCTP) I-Trac Data Entry Guide



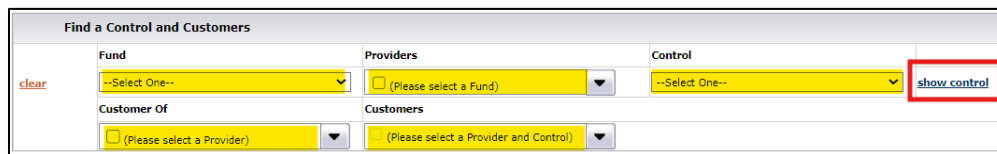
Batch Entry Tab

Batch Entry can be used to enter new training services for groups of participants who all meet the **same** training criteria.

After all participants have been enrolled in CCTP, go to the **Batch Entry** tab in I-Trac:



Set up the batch entry by making the appropriate selections in each of the dropdowns:



1. Fund: Select CCTP
2. Providers: Select your organization
3. Control: Select *Training and Education*, then click “show control”
4. Customer Of: Select one or more of the appropriate staff.
5. Customers: Select the customers for which the data entry will apply.

Once your selections are made, you’re ready to enter your training information!

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The screenshot shows the I-Trac data entry interface. The top section, 'Find a Control and Customers', has a 'clear' button and dropdowns for 'Fund' (RD2 - CCTP), 'Providers' (with a 'Select All' checkbox), 'Control' (Training & Education), and 'Customer Of' (with a 'Select All' checkbox). A 'show control' link is next to the 'Control' dropdown. The bottom section, 'Training, Post-Secondary Education & Employment Skills', has a 'save' button on the left. It contains several rows of fields: 'Start Date', 'End Date', 'Target End Date', 'Service', 'Status', 'Location', 'Reason for Cancellation'; 'Industry (NAICS)', 'Target Position (ONET)', 'Target Sector', 'Course of Study (CIP)'; 'Training Provider', 'Course Name', 'Pell Recipient'; 'WIOA ITA', 'Trade Act', 'Credits Earned', 'Planned Credential or Measurable Skills Gain'; and 'Delivery Method', 'Last Modified By', 'Date Modified'. A red box highlights the 'Other Funding Source' dropdown menu, which currently shows 'CDEF Mult. County'.

Once your information is entered, click the “save” button on the left. The training information should now be saved in each of the selected participants’ records.

Important Notes

- If you are using various fund sources for your participants, you will need to complete separate batch entries for each of the funding sources supporting your participants.
- Copying data to other funds cannot be completed with batch entries. If you need to copy training information to *Career Boost* records, you will need to go into individual participant records and complete the “copy to” field of the training service entry after you’ve completed the batch entry.
- Batch Entry *cannot* be used to update services already entered (i.e. updating training statuses from “Started” to “Completed”). Updates to training services must be made within the individual participant’s I-Trac record.