TradeSchool Employer Guide

Welcome to TradeSchool! TradeSchool is the software that the JATCs use to track apprentice progress. As a Training Agent or a Supervising Journey Worker you will use TradeSchool to approve or reject online MPR submissions and can also track apprentice progress. All you need is a TradeSchool account! This is exciting because online access to TradeSchool will completely replace the need for physical signatures on MPRs and allow for completely paperless electronic submission of MPRs.

Logging on for the first time

Any individual who will need to approve an apprentice MPR needs to have an active e-mail address and a TradeSchool Account. If an apprentice e-mails an MPR to their journey worker for approval and that person does not already have a TradeSchool Account, they will receive a link and instructions to create an account. If an authorized individual wants to create an account in advance they can follow these simple steps.

Navigate to this link to access the TradeSchool log in page: https://secure.tradeschoolinc.com/pcc-edu/login/index.php

For future use, the easiest access is through the Apprentice and Trades section of the PCC Homepage. At the PCC main homepage, click **Academic Programs** and then click **Apprenticeship & Trades**. On the far right you will see the **TradeSchool Login** link. **Please bookmark this site for easy return access. You should be using Google Chrome as your browser to avoid any problems.**

Once you have navigated to the TradeSchool login page simply click "CREATE ACCOUNT" and follow the directions. You will be prompted to provide an email address and create a password of your choice. You will also be asked to answer a very simple math question to prove you are a human user. Once you provide the required information you will be sent an email to the address you provided in order to finish the process.

If you need additional assistance with the process of creating an account please let us know.

Approving MPRs in TradeSchool

Once you log in, you will see a dark blue menu at the top with main headings: Logout, My Account, Applications, and Apprentice.

When you first log in you will always be in the My Account tab. This is the tab where you will see any apprentice MPRs (called evaluations) that are pending your approval. The number of pending MPRs will be indicated by a red number.

When you click the Apprentice Evaluations tab you will see a list of the evaluations you have pending. In order to approve the evaluation, click the EVALUATION FORM button on the far right and follow the prompts to complete the evaluation. Once you approve an evaluation the apprentice will be credited with the appropriate hours. If you need to reject an evaluation, clearly include the reason why the evaluation (MPR) is being rejected and send the MPR back to the apprentice for review. They will need to re-submit. Once they re-submit you will just follow the same steps to approve the new version.

That's all there is to it! If you ever need any assistance please do not hesitate to ask the apprenticeship staff. And don't forget to logout!

Notes on Electronic MPR Approval

1. MPRs are due every month (with work hour AND class hour verification) on the 1st and late after the 10th.

2. Apprenticeship Staff will compare the name and e-mail of the individual approving the MPR with the list of authorized signers. Please make sure the Committee has the most current list of authorized signers. If a training agent needs to add an authorized signer, please email the name of the new journey worker and documentation that they are eligible to serve as a journey worker (license or journey card) to apprenticeship@pcc.edu.

3. An apprentice can re-send their MPR to a different email but only the **most recently** sent email will be able to approve the MPR. The link sent to the previous individual will become inactive.

4. TradeSchool can only support verification of OJT hours with online signatures OR physical signatures – not both. Because we have transitioned to online signatures, apprentices will have to email their MPR for approval and will not be able to print out their MPR until after it has been electronically approved by their journey worker. The system does not support physical signatures to verify OJT hours.

5. If apprentices are in a class that still requires a physical signature to verify class hours (any elective or non APR class), they will need to plan ahead and be sure they have enough time for their journey worker to approve the MPR online and then print the MPR to obtain an instructor signature.

Monitoring Apprentice Progress in TradeSchool

If an authorized representative at your company would like the ability to view the TradeSchool records for apprentices, please let us know. The Committee can add an authorized individual for "view only" access. Once an individual has created a TradeSchool account and been given access, they will see a new tab in their TradeSchool account called "Apprentices." This tab will list apprentices registered to the Training Agent and show their progress. Email apprenticeship@pcc.edu to activate this access.