

Reporting Apprenticeship Utilization Data

In accordance with RCW 39.04.320 (4) and (5) the Department of Enterprise Services (DES), Engineering and Architectural Services (EAS) is requesting that all school districts and institutions of higher education submit apprenticeship and journey level worker information to DES via data.wa.gov.

Data.wa.gov is an enterprise open data solution provided by Socrata. The platform allows government organizations to publish and manage public data. For more information about Socrata, data.wa.gov or to view other implementations, see the following links:

- www.socrata.com
- www.discover.socrata.com (live demo)
- www.data.wa.gov

Report elements and format:

To facilitate enterprise reporting, apprenticeship and journey level hours should be reported in the format provided in the following table:

Table 1: Apprenticeship/Journey Dataset Format

Field Description	Field Name	Data type	Sample/Notes
Project Number	PROJNO	Number	
Project Name	PROJTITLE	Plain Text	
Agency Number	AGENCYCODE	Number	
Agency Name	AGENCYNAME	Plain Text	
Firm Name	Firm_NAME	Plain Text	
Project Total	PROJ_SUMM_TOTAL	Money	
Date of the contractor's notice to proceed	ACTUAL_CONSTNTP_DT	Date & Time	
Worker Type	WORKER_TYPE	Plain Text	Journey Apprentice
Worker Name	WORKER_NAME	Plain Text	
Worker Registration Number	WORKER_REG_NUM	Number	
Trade Code	TRADE_CODE	Plain Text	
Trade Code Description	TRADE_DESC	Plain Text	
Hours Worked	HRS	Number	Calculated based on total hours reported
Hours Reported Through	REPORT_PERIOD_DATE	Date & Time	Last reporting period of total hours

A view of the **DES apprentice tracking dataset** can be found at: <https://data.wa.gov/dataset/Apprentice-Utilization/r6r4-h2x4>.

Requesting data publishing rights:

The first time you add or append a data set, you will need to obtain a user account at <https://data.wa.gov/> by clicking the “Sign Up” link in the upper right-hand portion of the webpage. Once you have registered, you will receive a confirmation email. You will need to request publishing rights by contacting Wilford “Will” Saunders (Phone: (360) 902-3561, Email: will.saunders@ocio.wa.gov) and providing your user name.

In order to upload apprentice data, school districts and higher education organizations must have publishing rights to data.wa.gov. You will receive another confirmation email once Will Saunders has updated the publishing rights for your account, which will allow you to upload or append your data set.

Data upload instructions:

The following link will direct you to the Socrata support section on **importing your initial data set** into data.wa.gov.

<http://support.socrata.com/entries/422471-Importing-Data-Types-and-You->

Updating your data set - live on data.wa.gov:

The following link will direct you to the Socrata support section on **updating your data set** with Publishing Workflow.

<http://support.socrata.com/entries/20472981-How-do-I-update-a-dataset-within-the-Publishing-Workflow->

Once established, your apprentice utilization data will remain on data.wa.gov for public viewing. As you have new information to upload, you simply append that information to the existing file.