Employment Training Administration (ETA)

Verify My Apprenticeship (VMA) User Guide

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Introduction

This Verify My Apprenticeship User Guide provides step-by-step directions for Employers, Registered Apprentices, and Registered Military Apprentices on how to search, retrieve, view, and email transcripts.

Purpose of this tool

This tool is intended to support apprentices throughout their career path by providing access to their credentials earned through an Apprenticeship registered with the U.S. Department of Labor (DOL). Earning a Certificate of Completion in your given occupation will expand your career opportunities now and in the future.

This tool allows you to easily search and share a transcript of the credentials you have earned throughout your apprenticeship program. As a Completed Apprentice, you will have immediate access to your transcript no matter how long ago you may have completed your apprenticeship. As a completed apprentice you can also generate an online copy of your Certificate of Completion of Apprenticeship.

Information found here can be used to:

• Find a new job, advance your career, or change careers
• Verify your apprenticeship to an employer – new or existing
• Establish earned credentials for skills already acquired

Who can use VMA Tool

• Completed apprentices from national, state, or the United Service Member Apprenticeship Program (USMAP) which have been registered with the U.S. Department of Labor.
• Completed apprentices can generate an online Certificate of Completion of Apprenticeship.
• Potential employers who need to verify a completed apprentices’ record (requires an Apprentice to provide an Apprentice number and Date of Birth).
Getting Started

This section describes the process on how to search in the Verify My Apprenticeship (VMA) tool for users.

The following are VMA application User Roles:

1. **Registered Apprentice Search Record**: Register Apprentice entering by their required information can search their record and email PDF version of Transcript copy. Also, completed Apprentice can email their Certificate of Completion of Apprenticeship to provided email address.

2. **Registered Military Apprentice Search Record**: Registered Military Apprentice entering by their required information can search their record and email PDF version of Transcript copy. Also, completed Apprentice can email their Certificate of Completion of Apprenticeship to provided email address.

3. **Employer Search Record**: Any employer can enter by Apprentice number and Date of Birth to verify Apprentice record. Also, Employer can email PDF version of Transcript copy or Certificate of Completion of Apprenticeship to provided email address simply selecting by a button.
1. Registered Apprentice Search Record:

1.1 Registered Apprentice Start Search
Register Apprentice can search by entering the required information, to retrieve, view, and email records.

1.2 Step 1 (Registered Apprentice Info)
Registered Apprentice must enter all the required fields. Required fields have an asterisk (*). If Registered Apprentice wants to go back to the previous screen and start a new search, the apprentice can do so by pressing the Start a New Search button.
1.3 Step 2 (Registered Apprentice Info)
Apprentice number can be entered to retrieve transcript. However, if the Apprentice Number is unavailable or unknown, this field can be left empty, and the user can click the “Next” button to be taken to the next page with additional information.

1.4 Step 3 (Registered Apprentice Info)
If the Apprentice Number is not available or unknown, then the “Next” button should be clicked, and the application will proceed to a page with additional information.
1.5 Step 4 (Registered Apprentice Info)
On this page, at least 2 correct pieces of information must be entered for the system to retrieve a transcript.

**Apprenticeship Sponsor**

- **Location**: [Select]
- **Sponsor or Employer**: [Enter Employer Name]
- **Your Apprentice Occupation**: [Select]

*Indicates required field.*

You must complete at least 2 of the fields correctly below with regards to your time as an apprentice in order to continue to your record.

[Submit button]
1.6 Transcript Page (Registered Apprentice)
From this page the transcript is available to view and to email.

Verify My Apprenticeship
Registered Apprenticeship Transcript

<table>
<thead>
<tr>
<th>Apprentice Number</th>
<th>M2018000795</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Axoollx</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>L</td>
</tr>
<tr>
<td>Last Name</td>
<td>Axoooooooox</td>
</tr>
<tr>
<td>Occupation</td>
<td>Bank Branch Manager</td>
</tr>
<tr>
<td>Alternative Occupation Title</td>
<td>N/A</td>
</tr>
<tr>
<td>Apprenticeship Term Length</td>
<td>4750 Hours</td>
</tr>
<tr>
<td>Apprenticeship Type</td>
<td>Group Non-Joint</td>
</tr>
<tr>
<td>Sponsor Name</td>
<td>Mississippi Gulf Coast Community College Financial</td>
</tr>
<tr>
<td>Sponsor Address</td>
<td>10998 Express Drive Gulfport, MS 39503</td>
</tr>
<tr>
<td>Program Number</td>
<td>2018-M5-7187</td>
</tr>
<tr>
<td>Start Date</td>
<td>06/22/2018</td>
</tr>
<tr>
<td>Completion Date</td>
<td>09/28/2020</td>
</tr>
<tr>
<td>Apprenticeship Status</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Enter Your Email

Re-enter Email

[EMAIL TRANSCRIPT] [EMAIL COMPLETION CERTIFICATE]

Certified by the US Department of Labor
Date Issued: 06/25/2022
For more information please visit: [apprenticeship.gov]
2. Registered Military Apprentice Search Record

2.1 Registered Military Apprentice Start Search
Registered Military Apprentice, by entering the required information, can search, retrieve, view and email transcript.

Verify Registered Apprenticeship Credentials to Confirm Skills and Experience
-OR-
Check Your Apprenticeship Record

2.2 Step 1 (Registered Military Apprentice Info)
Registered Military Apprentice must enter the correct information in the required fields for identification and information retrieval.
2.3 Step 2 (Registered Military Apprentice Info)
Apprentice number can be entered to retrieve transcript. However, if the Apprentice Number is unavailable or unknown, this field can be left empty, and the user can click the “Next” button to be taken to the next page with additional information.

2.4 Step 3 (Registered Military Apprentice Info)
When Apprentice Number is unknown, this page will ask for additional information: Apprentice Email, Apprentice Start Date, and Apprentice End Date to locate and retrieve transcript.
2.5 Transcript Page (Registered Military Apprentice)
From this page the transcript is available for viewing and for email.

Verify My Apprenticeship
Registered Apprenticeship Transcript

Apprentice Number: X091E02440
First Name: Daxxxxx
Middle Initial: N/A
Last Name: Warxxx
Occupation: Hydroelectric-Machinery Mechanic
Alternative Occupation Title: N/A
Apprenticeship Term Length: 6000 Hours
Apprenticeship Type: Group Non-Joint
Sponsor Name: USMAP
Sponsor Address: 640 Roberts Ave Blvd 502
Penacola, FL 32511
Program Number: X0098600001
Start Date: 02/12/1991
Completion Date: 01/17/1992
Apprenticeship Status: Completed

Enter Your Email:

Re-enter Email:

EMAIL TRANSCRIPT EMAIL COMPLETION CERTIFICATE

Certified by the US Department of Labor
Date Issued: 06/17/2022
For more information please visit apprenticeship.gov
3. Employer Search Record

3.1 Verify Apprentice Record Search
Any employer can search by entering Apprentice number and Date of Birth to verify Apprentice record.

3.2 Step 1 (Apprentice Information)
As an Employer after they enter Apprentice number and Date of Birth, employer can be able to retrieve and view Apprentice Transcript.
3.3 Transcript Page (Employer Search)
After retrieved Transcript page employer can verify Apprentice record, also employer can be able to email PDF version of Transcript or Certificate of Completion of Apprenticeship copy to the provided email in the box.

Verify My Apprenticeship
Registered Apprenticeship Transcript

Apprentice Number: MS2018000795
First Name: Axxxx
Middle Initial: L
Last Name: Axxxxxxx
Occupation: Bank Branch Manager
Alternative Occupation Title: N/A
Apprenticeship Term Length: 4760 Hours
Apprenticeship Type: Group Non-Joint
Sponsor Name: Mississippi Gulf Coast Community College Financial
Sponsor Address: 10298 Express Drive Gulfport, MS 39503
Program Number: 2018-MS-71517
Start Date: 08/22/2018
Completion Date: 09/28/2020
Apprenticeship Status: Completed

Employer: Keesler Federal Credit Union
Employer Address: 13083 A Seaway Road Gulfport, MS 39503

Enter Your Email
Re-enter Email

EMAIL TRANSCRIPT  EMAIL COMPLETION CERTIFICATE

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For more information please visit apprenticeship.gov
3.4 Registered Apprentice Transcript
For Registered Apprentice Search Record:

Verify My Apprenticeship
Registered Apprentice Transcript

Apprentice Number: MS2018000795
First Name: Axxxxx
Middle Initial: L
Last Name: Axxxxxxxxx
Occupation: Bank Branch Manager
Alternative Occupation Title: N/A
Apprenticeship Term Length: 4760 Hours
Apprenticeship Type: Group Non-Joint
Sponsor Name: Mississippi Gulf Coast Community College Financial
Sponsor Address: 10298 Express Drive
Gulfport, MS 39503
Program Number: 2018-MS-71577
Start Date: 08/22/2018
Completion Date: 09/28/2020
Apprenticeship Status: Completed

Employer: Kaiser Federal Credit Union
Employer Address: 13083 A Seaway Road
Gulfport, MS 39503

Enter Your Email
Re-enter Email
EMAIL TRANSCRIPT EMAIL COMPLETION CERTIFICATE

Certified by the US Department of Labor
Date Issued: 05/25/2022
For more information please visit apprenticeship.gov
3.5 Registered Military Apprentice Transcript
For Registered Military Apprentice Search Record:

Verify My Apprenticeship
Registered Apprenticeship Transcript

- Apprentice Number: X09480000012
- First Name: Doe
- Middle Initial: N/A
- Last Name: Doe
- Occupation: Aviation Support Equipment Repairer
- Alternative Occupation Title: N/A
- Apprenticeship Term Length: 8000 Hours
- Apprenticeship Type: Group Non-Joint
- Sponsor Name: USMAP
- Sponsor Address: 640 Roberta Ave. Rdg 502 Pensacola, FL 32511
- Program Number: X094880001
- Start Date: 05/08/2004
- Cancellation Date: 06/08/2004
- Apprenticeship Status: Cancelled

Enter Your Email

Re-enter Email

EMAIL TRANSCRIPT

Certified by the US Department of Labor
Date Issued: 06/17/2022
For more information please visit apprenticeship.gov.
4. **Search Again and Contact Us Page**

If the information entered is incorrect or if the information is not available, then the “**Apprentice Not Found**” page will appear. Where you will have 2 options to select

1. **Contact Us**
2. **Search Again**

### Verify My Apprenticeship

The information entered was not recognized, please “Search Again”

Please select “Search again”

[SEARCH AGAIN]

**-OR-**

If you need additional assistance finding your record, please select “Contact Us”

[CONTACT US]

### 4.1 Contact Us

The Contact Us page will redirect you to the following page.

---

**Find Local Help**

**Career Seekers**
Contact your local [American Job Center](#).

**Employers**
Select a State or Territory:  
- Select all -

[Submit Search]

---

**Send Us a Message**

I am...  
Select an audience...  

Name:

Email Address:

Message:

5,000 character limit.
4.2 Search Again
Search again page will bring you back to the starting page.

For Completed Apprentice Record Search:

Verify Registered Apprenticeship Credentials to Confirm Skills and Experience
-OR-
Check Your Apprenticeship Record

Access My Apprentice Record (Registered Apprentice)
Access My Usmap Apprentice Record (Registered Military Apprentice)
Verify Apprentice Record (Employer)

For Registered Military Apprentice Record Search:

Verify Registered Apprenticeship Credentials to Confirm Skills and Experience
-OR-
Check Your Apprenticeship Record

Access My Apprentice Record (Registered Apprentice)
Access My Usmap Apprentice Record (Registered Military Apprentice)
Verify Apprentice Record (Employer)