

**Employment Training Administration
(ETA)**

**Verify My Apprenticeship (VMA)
User Guide**

June 2022

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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.

APPRENTICESHIP.GOV CAREER SEEKERS ▾ EMPLOYERS ▾ EDUCATORS ▾ RESOURCES ▾ HELP

HOME / VERIFY MY APPRENTICESHIP

VERIFY MY APPRENTICESHIP

Access a Copy of Your Apprenticeship Records
Download your apprenticeship transcript now.
[GET STARTED](#)

Find Your Apprenticeship Records with Verify My Apprenticeship

Are you looking for a copy of your apprenticeship records? If you have completed an apprenticeship program registered with the U.S. Department of Labor (DOL), a State Apprenticeship Agency (SAA), or the United Services Military Apprenticeship Program (USMAP), you can immediately download a PDF record of your apprenticeship transcript no matter how long ago you may have completed your apprenticeship.

Are you an Employer? Use the tool to independently verify apprenticeship completion records for prospective and current employees (requires the individual to provide an apprentice number and date of birth).

How Can You Use This Information?

Advance Your Career

Use the information when looking for new opportunities or changing careers

Respond to an Employer Request

Provide your apprenticeship completion data to a new or existing employer

Track Earned Credentials

Keep a record of the credentials and skills you acquired in your apprenticeship

VERIFY MY APPRENTICESHIP
Search for your record or verify a completed apprentice.
[START NOW](#)

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.

The screenshot shows the top navigation bar of the APPRENTICESHIP.GOV website. It includes the logo, navigation links for CAREER SEEKERS, EMPLOYERS, EDUCATORS, RESOURCES, and HELP, and a search input field. Below the navigation bar is a dark blue header with the text "HOME / VMA FORM". The main content area features the heading "Verify Registered Apprenticeship Credentials to Confirm Skills and Experience -OR- Check Your Apprenticeship Record". Below this heading are three teal buttons: "ACCESS MY APPRENTICE RECORD (REGISTERED APPRENTICE)", "ACCESS MY USMAP APPRENTICE RECORD (REGISTERED MILITARY APPRENTICE)", and "VERIFY APPRENTICE RECORD (EMPLOYER)".


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.

The screenshot shows the "Start a New Search" form on the APPRENTICESHIP.GOV website. At the top, there is a navigation bar with the logo and links for CAREER SEEKERS, EMPLOYERS, EDUCATORS, RESOURCES, and HELP, along with a search input field. Below the navigation bar is a dark blue header with the text "HOME / VMA FORM". The main content area features the heading "* Indicates required field" and a teal button labeled "START A NEW SEARCH". Below the button is the instruction "Please enter your information below". The form consists of four input fields: "First Name *" (with placeholder "Enter your First Name"), "Last Name *" (with placeholder "Enter your Last Name"), "Enter your Date of Birth (MM/DD/YYYY) *" (with placeholder "Date of Birth (MM/DD/YYYY)" and a calendar icon), and "Last 4 SSN#" (with placeholder "Last 4 SSN#"). A teal button labeled "NEXT" is positioned below the form.

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.


APPRENTICESHIP.GOV CAREER SEEKERS ▾ | EMPLOYERS ▾ | EDUCATORS ▾ | RESOURCES ▾ | HELP 

[HOME](#) / VMA FORM

* Indicates required field

[START A NEW SEARCH](#)


Apprentice Number

 Note: If you know your Apprentice Number, you can enter it now and select the 'Next' button or if you don't know your Apprentice Number you can leave it empty and select the next button. It will take you to the additional information page.

[NEXT](#)

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.

APPRENTICESHIP.GOV CAREER SEEKERS ▾ | EMPLOYERS ▾ | EDUCATORS ▾ | RESOURCES ▾ | HELP 

[HOME](#) / VMA FORM

* Indicates required field

[START A NEW SEARCH](#)


Additional Information is needed to verify your identity. Please enter the information below based on information at the time of your last apprenticeship.

Email Address * **Phone Number *** **Zip Code ***

[NEXT](#)

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.GOV CAREER SEEKERS * | EMPLOYERS * | EDUCATORS * | RESOURCES * | HELP 

[HOME](#) / VMA FORM

* Indicates required field

[START A NEW SEARCH](#)

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.

Apprenticeship Sponsor Location *	Sponsor or Employer *	Your Apprenticeship Occupation *
<input type="text" value="- Select -"/>	<input type="text" value="Enter Employer Name"/>	<input type="text" value="- Select -"/>

[SUBMIT](#)

1.6 Transcript Page (Registered Apprentice)

From this page the transcript is available to view and to email.

Verify My Apprenticeship Registered Apprenticeship Transcript

START A NEW SEARCH

Apprentice Number	MS2018000795		
First Name	Asxxxx		
Middle Initial	L		
Last Name	Aaxxxxxxxxx		
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	Employer	Keesler Federal Credit Union
Sponsor Address	10298 Express Drive Gulfport, MS 39503	Employer Address	13083 A Seaway Road Gulfport, MS 39503
Program Number	2018-MS-71517		
Start Date	08/22/2018		
Completion Date	09/28/2020		
Apprenticeship Status	Completed		

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.

2. Registered Military Apprenticeship Search Record

2.1 Registered Military Apprenticeship Start Search

Registered Military Apprenticeship, 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 Apprenticeship Info)

Registered Military Apprenticeship must enter the correct information in the required fields for identification and information retrieval.



* Indicates required field

START A NEW SEARCH

Please enter your information below

First Name * Last Name *

Enter your Date of Birth (MM/DD/YYYY) *

Your Apprenticeship Occupation (aka Trade) *

Are you searching for a USMAP Apprenticeship? *

Yes

No

SUBMIT

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.

APPRENTICESHIP.GOV CAREER SEEKERS ▾ | EMPLOYERS ▾ | EDUCATORS ▾ | RESOURCES ▾ | HELP

[HOME](#) / VMA FORM

* Indicates required field

[START A NEW SEARCH](#)

USMAP Enrollment ID (aka Apprentice Number)

✔ Note: If you know your Apprentice Number, you can enter it now and select the 'Next' button or if you don't know your Apprentice Number you can leave it empty and select the 'Next' button. It will take you to the additional information page.

[NEXT](#)

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

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[HOME](#) / VMA FORM

* Indicates required field

[START A NEW SEARCH](#)

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!

Apprentice personal email address (at the time of apprenticeship) *

Apprentice Start Date(MM/YYYY) *

Apprentice End date(MM/YYYY) *

[SUBMIT](#)

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

START A NEW SEARCH

Apprentice Number	XD91E032440
First Name	Daxxxxx
Middle Initial	N/A
Last Name	Waxxxx
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 Bldg 502 Pensacola, ZA 32511
Program Number	XD098680001
Start Date	02/13/1991
Completion Date	01/17/1992
Apprenticeship Status	Completed

Enter Your Email

Re-enter Email

EMAIL TRANSCRIPT

EMAIL COMPLETION CERTIFICATE



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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.

The screenshot shows the top navigation bar of the APPRENTICESHIP.GOV website. It includes the logo and menu items: CAREER SEEKERS, EMPLOYERS, EDUCATORS, RESOURCES, and HELP. A search bar is located on the right. Below the navigation bar is a dark blue header with the text "HOME / VMA FORM". The main content area features the heading "Verify Registered Apprenticeship Credentials to Confirm Skills and Experience -OR- Check Your Apprenticeship Record". Three teal buttons are displayed: "ACCESS MY APPRENTICE RECORD (REGISTERED APPRENTICE)", "ACCESS MY USMAP APPRENTICE RECORD (REGISTERED MILITARY APPRENTICE)", and "VERIFY APPRENTICE RECORD (EMPLOYER)".

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.

The screenshot shows the search form on the APPRENTICESHIP.GOV website. It includes the same navigation bar as the previous screenshot. Below the navigation bar is a dark blue header with the text "HOME / VMA FORM". The main content area features the heading "* Indicates required field". A teal button labeled "START A NEW SEARCH" is positioned on the right. Below this is the instruction "Please enter the following information to verify an Apprentice's Completion Credentials". The form consists of two required fields: "Apprentice Number *" with a text input field containing the placeholder "Enter Apprentice Number", and "Enter Apprentice Date of Birth (MM/DD/YYYY) *" with a date picker input field. A teal "SUBMIT" button is located at the bottom of the form.

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

[START A NEW SEARCH](#)

Apprentice Number	MS2018000795		
First Name	Asxxxx		
Middle Initial	L		
Last Name	Aaxxxxxxxxx		
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	Employer	Keesler Federal Credit Union
Sponsor Address	10298 Express Drive Gulfport, MS 39503	Employer Address	13083 A Seaway Road Gulfport, MS 39503
Program Number	2018-MS-71517		
Start Date	08/22/2018		
Completion Date	09/28/2020		
Apprenticeship Status	Completed		

Enter Your Email

Re-enter Email

[EMAIL TRANSCRIPT](#) [EMAIL COMPLETION CERTIFICATE](#)



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3.4 Registered Apprentice Transcript
For Registered Apprentice Search Record:

Verify My Apprenticeship

Registered Apprenticeship Transcript

START A NEW SEARCH

Apprentice Number	MS2018000795		
First Name	Axxxxx		
Middle Initial	L		
Last Name	Axxxxxxxxxxx		
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	Employer	Keesler Federal Credit Union
Sponsor Address	10298 Express Drive Gulfport, MS 39503	Employer Address	13083 A Seaway Road Gulfport, MS 39503
Program Number	2018-MS-71517		
Start Date	08/22/2018		
Completion Date	09/28/2020		
Apprenticeship Status	Completed		

Enter Your Email

Re-enter Email

EMAIL TRANSCRIPT

EMAIL COMPLETION CERTIFICATE



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For more information please visit apprenticeship.gov.

3.5 Registered Military Apprenticeship Transcript
For Registered Military Apprenticeship Search Record:

Verify My Apprenticeship

Registered Apprenticeship Transcript

START A NEW SEARCH

Apprentice Number	XD94E000012		
First Name	Dxxxxxxxx		
Middle Initial	N/A		
Last Name	Dxxxx		
Occupation	Aviation Support Equipment Repairer		
Alternative Occupation Title	N/A		
Apprenticeship Term Length	8000 Hours		
Apprenticeship Type	Group Non-Joint	Employer	N/A
Sponsor Name	USMAP	Employer Address	N/A
Sponsor Address	640 Roberts Ave Bldg 502 Pensacola, ZA 32511		
Program Number	XD098680001		
Start Date	05/05/1994		
Cancellation Date	06/08/1994		
Apprenticeship Status	Canceled		

Enter Your Email

Re-enter Email

EMAIL TRANSCRIPT



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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.

We are here to help!

You can reach us through one of the contact options below.

Frequently Asked Questions

Find answers to frequently asked questions including how to apply to an apprenticeship program, learning more about your rights as an apprentice, how to start an apprenticeship program, and many more.

FIND ANSWERS

Send Us a Message

I am...

Select an audience... ⌵

Name:

Email Address:

Message:

5,000 character limit

Find Local Help

Career Seekers

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

Employers


Select a State or Territory

- Select all - ⌵ >

4.2 Search Again

Search again page will bring you back to the starting page.

For Completed Apprenticeship Record Search:


APPRENTICESHIP.GOV CAREER SEEKERS ▾ | EMPLOYERS ▾ | EDUCATORS ▾ | RESOURCES ▾ | HELP 

[HOME](#) / VMA FORM

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)
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For Registered Military Apprenticeship Record Search:

APPRENTICESHIP.GOV CAREER SEEKERS ▾ | EMPLOYERS ▾ | EDUCATORS ▾ | RESOURCES ▾ | HELP 

[HOME](#) / VMA FORM

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)
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