

## **INSTRUCTIONS For Online Apprenticeship Certification**

### **ON LINE APPRENTICESHIP CERTIFICATION**

Please **READ** these instructions **BEFORE** linking to the DIR website.

GO TO: <https://www.dir.ca.gov/>

California Department of Industrial Relations Home Page

CLICK: Top bar drop down menu “Apprenticeship”

CLICK: “Public Works”

LOCATE near bottom of page “Find registered apprentices” link

CLICK: “Find registered apprentices”

Follow written instructions as you enter the following:

**FIRST FOUR LETTERS OF LAST NAME and**

**FIRST LETTER OF THE FIRST NAME and**

**LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER**

*NOTE: DO NOT use spaces between characters unless last name is less than four characters.*

CLICK: “Search” (Search results appears)

CLICK: “Add to list”

CLICK: Go to “Certification”

PRINT: Certification