



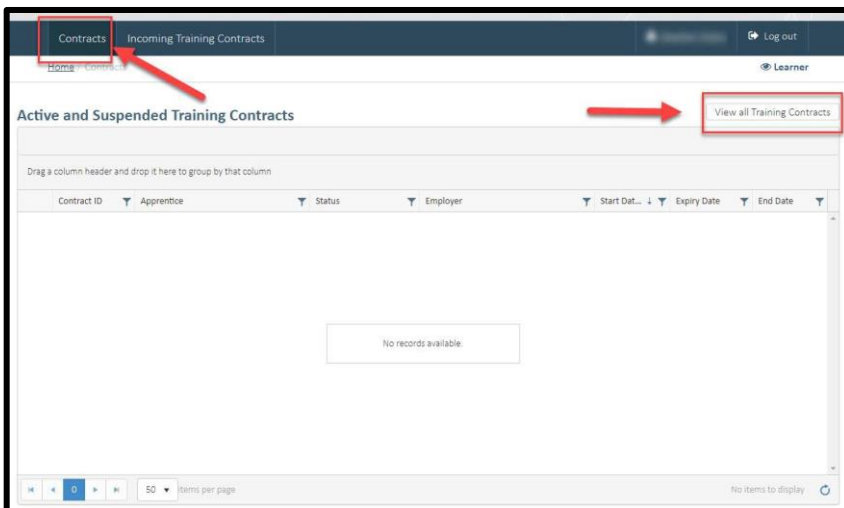
## USER GUIDE

# Opt in / out of the Online Trade Certificate Verification process

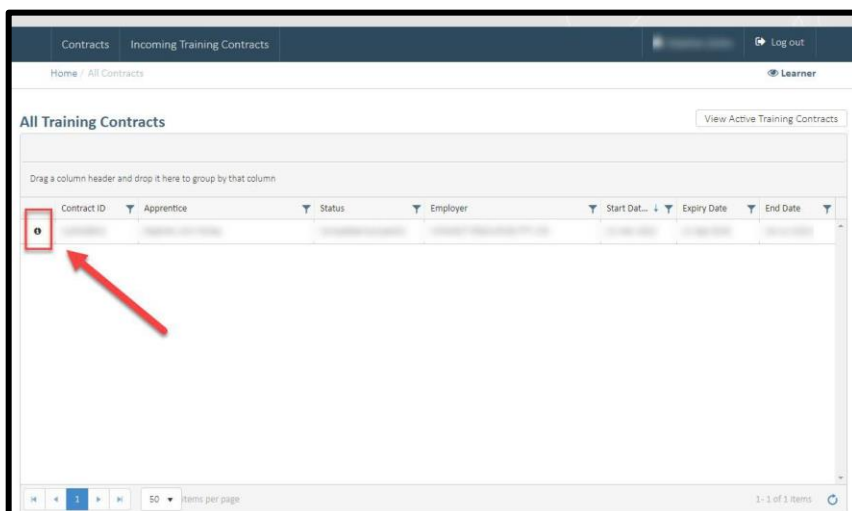
The Online Trade Certificate Verification search enables an interested party (for example; a prospective employer or licensing body) to verify a trade certificate. The interested party will require the apprentice's first name, surname and the applicable training contract ID (TC ID).

An apprentice can manually opt in or opt out of the verification service at any time by logging into their Western Australian Apprenticeship Management System (WAAMS) online client portal account at [waamsportal.dtwd.wa.gov.au](http://waamsportal.dtwd.wa.gov.au).

- 1 Go to the WAAMS login page at [waamsportal.dtwd.wa.gov.au/home](http://waamsportal.dtwd.wa.gov.au/home).
- 2 Select the **Contracts** tab and then select **View all Training Contracts**.

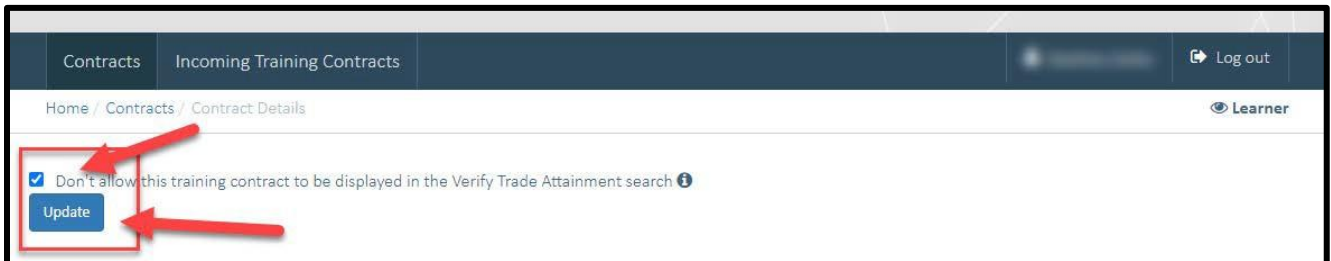


- 3 Select the "i" information symbol next to the appropriate training contract.



## Instructions to opt out

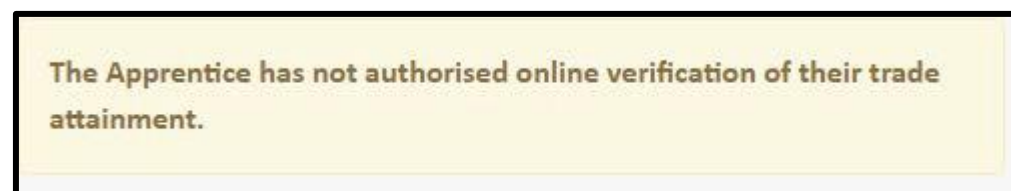
- 1 If you do not want the training contract to be displayed in the Verify Trade Certificate search; at the top of the Contract Details section, tick the check box and select **Update** to opt out.



- 2 You will see this message appear confirming you have opted out of the verify trade certificate search.



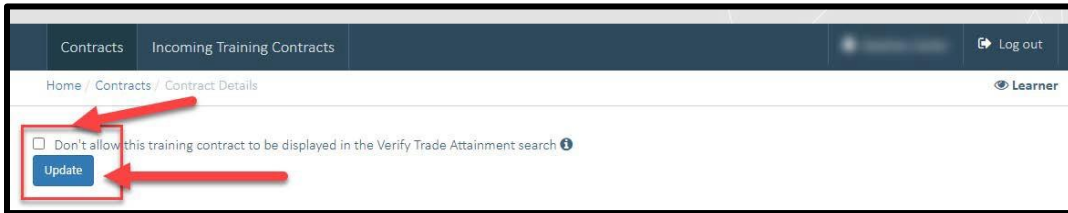
- 3 If your details are entered into the verify trade certificate search but you have opted out, the message below will appear.



## Instructions to opt in

Completed training contracts are displayed in the verify trade certificate search in WAAMS by default. If you want your training contract to be displayed, no action is required.

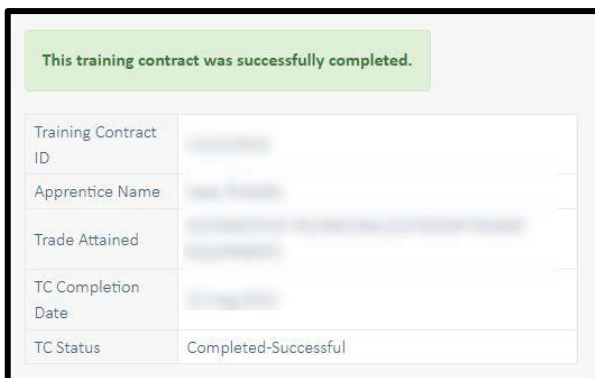
- 1 If you have previously opted out and now want your training contract to be displayed in the verify trade certificate search, untick the check box at the top of the Contract Details section and select **Update** to opt in.



- 2 You will see this message appear confirming you have opted In for the verify trade certificate search.



- 3 If your details are entered into the verify trade certificate search and you have completed the apprenticeship, the message below will appear.



## Further information

**T:** 13 19 54

**E:** [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

**W:** [dtwd.wa.gov.au/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office)

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