

II. Click on “Register” in the upper right hand corner of the Online Services homepage.

1. You will need to register as an “Individual.” If you are unsure if you have ever registered with the Division, you may select “Yes.” Enter your SSN and last name to search for your record. Then click “Next.” If you have never registered with the Division, you may select “No” and then click “Next.”
2. If you have not registered with the Division before you will be forwarded to the Register screen. **All fields marked with a red asterisk are required.**

NOTE: Your User ID must be unique in the system. The system will prompt you if you need to edit it. Make sure to select a User ID that is easy for you to remember as this will be part of your log in credentials going forward.

1. After you have filled in the required information, click the “Create Account” button. **There is still one more step before you will be provided access to your account!**
2. Verify your account by confirming you received the system email. You may do this by accessing your email and clicking on the link included within the system email. Once confirmed you will have access to your account.

III. Create an Apprentice Registration

1. Log in to your account. If you do not have an account with the Division, see “Register an Account” instructions above. Once inside your account, click the link on the left hand side labeled “Create/Continue an Application for Licensure.”
2. Select the appropriate Apprentice type from the list provided by clicking the “Start” link next to the type.
3. Complete entry of all required fields (those marked with a red asterisk) in the Applicant Information section and click “Next.”
4. Type your name and today's date in the Attestation section and click “Next.”
5. Read the “IMPORTANT INFORMATION” section. It is important that you retain your issued Apprentice Registration number provided after submission of the application and provide it to your contractor so that they can activate your registration.
6. Review your information for accuracy and click “Finish Application.” You will see a confirmation page indicating that your submission is complete.
7. Click on the “Current Information” link on the left hand side. At the bottom of the page you will see your Apprentice number. **You will need to provide your Apprentice number to your contractor.** They will use this number to ensure they activate the correct record.