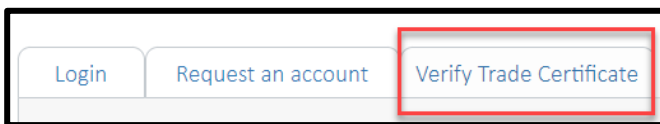# USER GUIDE
How to verify a trade certificate

Apprentices who have successfully completed a training contract in Western Australia can have their trade certificate verified via the Online Trade Certificate Verification (OTCV) self-service available in Apprenticeship Office's Western Australian Apprenticeship Management System (WAAMS) online client portal.

Where the training contract details entered match Apprenticeship Office's records, the system will return the name of the apprenticeship and the date that the trade certificate was issued.

Please note that a verification result will not be available for apprentices who have chosen to opt out of this service.

1 Go to the WAAMS login page at waamsportal.dtwd.wa.gov.au/home and select the **Verify Trade Certificate** tab.

2 Enter the apprentice's first name, last name and training contract ID (TC ID) and select **Submit**.

Note: A 'no match' result will appear if you also entered the individual's second name.

The TC ID is included in all notifications Apprenticeship Office sends to an apprentice throughout the term of their training contract. An apprentice can also locate their TC ID by logging into their WAAMS portal account and selecting the applicable training contract.

3   If the apprenticeship was successfully completed, you will see the message shown below.

This training contract was successfully completed.

Training Contract ID	
Apprentice Name	
Trade Attained	
TC Completion Date	
TC Status	Completed-Successful

4   If there are no records matching the information, you will receive the message shown below.

There are no successfully completed training contracts matching the details you have entered. Please ensure you have been provided with the correct information and that you have entered it accurately above.

Further information
T: 13 19 54
E: apprenticeshipoffice@dtwd.wa.gov.au
W: dtwd.wa.gov.au/apprenticeship-office

Apprenticeship Office
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Building the Western Australian workforce through apprenticeships and traineeships