



# Frequently Asked Questions

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## **ENROLLMENT/ ACCOUNT QUESTIONS:**

### **What is Pre-registration Credit?**

Credit for past work experience that is given **at time of trade enrollment only.**

Credit is based on the date of completion of your Rating/MOS training which qualifies you for the trade, date of completion must be 1 FULL YEAR prior to enrollment to be eligible for credit, 1000 hours for each FULL year.

Trades that require additional instruction or an NEC, credit based upon completion date of the additional training. 1000 hours for each FULL year.

Pre-registration credit **will never exceed 50%** of the total required hours.

**NOTE: Additional credit will not be awarded for, advancement or attending additional trade related schools after enrollment.**

### **I was cancelled, how do I re-instate?**

To have your trade re-instated you must go to the [home page](#) at the top of the page, click on the Enroll/Re-instate link. Complete the enrollment process.

Important Notice: In accordance with OPNAVINST 1560.10C section 3C:

If the reapplication is approved, only the number of hours of pre-registration work experience credit originally awarded will be granted.

Any reports previously submitted and approved by the USMAP OFFICE will remain in your account balance.

NEW LOG START DATE: You now have a new log start date based on your request to participate again in the program. USMAP will not allow submission of hours prior to this new date.

Backdating of hours is NOT Authorized by The Department of Labor (DOL), Washington DC.

### **How do I change my address/email?**

Go to the [home page](#) click on (My Records) link at the top of the page. Log-in using your CAC or using Member ID and password.

Click on the edit link next to Contact Information make needed changes then click on save link.

## **How do I Cancel or Suspend?**

Submit e-mail assistance form to request cancellation or suspension of your trade.

## **How do I change my Trade?**

If you enrolled in the wrong trade or just wish to change trades you must first be cancelled from your current trade as you can only be enrolled in one trade at a time. Once cancelled, you may enroll in another trade.

## **Why was my Trade cancelled?**

Trades are automatically cancelled after 18 months without a report. The Apprentice must follow the reporting procedures and submit the required Semi-Annual or Progress Status Report That you agreed to upon initial enrollment.

## **How can I enroll out of Rate?**

You must first have completed the required training requirements (specified on the Work Processes Schedule) of the trade requested. The trade must be your current full time job that you are assigned by billet. Then you can submit a paper application ([Apprentice Registration Application Form](#)) along with a Command endorsement letter that states you are filling the billet for the trade requested and will remain in that billet for the duration of the trade hours.

## **I have been promoted how do I change my Rate/Rank?**

The Rate/Rank displayed by USMAP comes directly from the respective Military Personnel systems. USMAP cannot change your Military account information. Change in Rate or Rank will never affect your USMAP data.

## **How do I change or create a password?**

Click on password link at top of page. Follow directions on the page.

## **When will I get my Completion Certificate?**

It takes 3-4 weeks to receive your completion certificate. Ensure your address online is correct.

## **SPECIFIC PROGRAM QUESTIONS:**

## **How do I log-In?**

You must be ENROLLED in a trade to be able to do this. Go to the home page at <https://usmap.cnet.navy.mil> click on (My Records) link at the top of the page. Log-in using your CAC or using Member ID and password.

## **How do I record hours?**

Choose the type of reporting that your trade account has been set up for i.e.; **On-line** or **Paper Procedures**. Follow these [reporting](#) procedures.

## **What hours do I record in my logs?**

You may only log hours pertaining to your trade listed on your trade work processes schedule. Standing watch, eating or sleeping cannot be logged as work experience.

## **Why do I need to print my reports?**

You are required to print all weekly, monthly and semi-annual reports and retain for future employers and audit.

## **What Signatures are required for each report?**

**Weekly Report:** Your work center Supervisor.

**Monthly Report:** Your Division Officer.

**Semiannual Report:** Your Department Head, Command USMAP Coordinator or other designated person that has **“By Direction Authority”**.

**NOTE:** You must have three different signatures. For example, if your supervisor and your Division Officer is the same person, you must have another person to sign your form.

## **What is a Pending Report?**

This means you have a semi-annual report pending review and processing. USMAP has not received a copy of your semi-annual report. It is required that you: FAX, Mail, or Scan and E-mail a copy of your semi-annual report to the USMAP office for processing. If you have submitted a semi-annual pending approval, and need to change it, contact the USMAP office for rejection, edit and re-submission.

## **I have completed my trade hours before the next report is due, what do I do now?**

If you have completed all hours in all skill areas you may forward your semi-annual report to USMAP prior to next scheduled report date. Log out, and log-in, to update your records. Print your final report. Obtain required signature and submit to our office. Once reviewed, (zero hours remaining and instruction complete) you will receive your completion certificate. Please ensure the address on file is correct.

### **What if I need to Log more than 8 Hours?**

If you work over 8 hours in a day, your immediate supervisor must make a comment in your weekly logs. USMAP will not allow any hours over 12 to be entered into your account without an override for that semi-annual reporting period.

If your situation requires greater than 12 hours a day, your supervisor must provide a request to USMAP for override with justification and their contact information. Once received and approved you will be able to log over 12 and up to 18 hours for one semi-annual reporting period. A written request is required for each Semi-annual reporting period. Extended hours are subject to Audit by DOL.

## **GENERAL PROGRAM QUESTIONS:**

### **I know what college and vocational schools are but what is an apprenticeship?**

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. This is an "earn as you learn" program because you are getting paid to learn a trade.

### **What good is a Certificate of Apprenticeship?**

While you are in the military, getting your certificate shows your chain-of-command that you are working to improve yourself. This often helps get you promoted or to be considered for the jobs you want. When you get out of the military, employers want to see your certificate and logbook to verify that you have completed an apprenticeship. Proving you have your apprenticeship can mean that you qualify for better jobs and significantly more pay.

### **How much of my off-duty time does this program require?**

One of the benefits of this program is that you track your normal work hours. There is no requirement for any off-duty time.

## **I was in an apprenticeship program before I enlisted in the military. Can I get credit for that in my USMAP apprenticeship?**

As long as you were in a trade related to your current occupational specialty and you have appropriate documentation from your previous apprenticeship, USMAP will grant credit for what you did.

## **I know there is a requirement for 144 hours of formal training for each 2,000 hours of apprenticeship but I have not had any formal training in my occupational specialty. Is there a way to get a waiver for the formal training or can I get some other kind of training?**

The requirement for 144 hours of formal training cannot be waived because employers will not hire you without the training. When military schools are not available, you can use formal related civilian training. Vocational schools, college classes, trade schools, and correspondence courses may be used. Contact the USMAP office before beginning any training program to make sure the training is acceptable.

## **Do most employers accept a Certificate of Completion?**

Since employers have learned that apprenticeships are the most cost effective way to get trained employees, thousands of employers do accept the Certificate. This Certificate is one of the oldest, most basic, and most highly portable industry credentials in use today and you are recognized as a qualified journeyman nationwide.

## **I hear people talking about "Certifications" and "Qualifications." Does an apprenticeship give me a certification or qualification?**

When you complete your apprenticeship program the U.S. Department of Labor issues a "Certificate of Completion of Apprenticeship." This means that you have completed the industry-wide required number of classroom and on-the job training requirements for that trade. A "certification" program normally requires that you pass a standardized test and obtain a federal, state, or local license to practice your trade. When employers talk about "qualifications" they are

generally referring to a special skill or requirement that must be met to qualify for a particular job.

**I have one year left on my enlistment and plan to get out of the service. Can I start an apprenticeship and then finish it after I get out?**

You must have enough time left on your enlistment to complete the program. You need approximately one year to complete each 2,000 hours of your program.

**I have not decided what trade I want to go into. Can I register for more than one apprenticeship?**

You may register for only one trade or occupation at a time. When you complete one trade you may register for another.

**I am an administrative clerk and work in an office. When I get out of the service I plan to become a carpenter. Can I register for a carpenter apprenticeship now so I can get a better job when I get out?**

Your apprenticeship trade must be related to your military occupational specialty because you must perform a set number of hours of on-the-job training to complete the requirements for your trade. Since you work in an office you cannot perform OJT as a carpenter.