ELECTRICIAN APPRENTICESHIP | FOUR-YEAR PATHWAY

Applicant document checklist

A simpler application. Clear upload instructions. Sensitive records handled at the right stage.

Initial application: do not upload a Social Security card or full SSN.
Use only an Academy-provided secure upload method for identity records. If no secure portal is available, request an in-person review. Do not send ID or SSN documents through social media or ordinary email.

Initial application documents

Document	When to provide it
Completed Academy application	Required for every applicant. Save the fillable PDF and submit through the confirmed admissions method.
Diploma, GED or education-status record	Provide available proof of education. If still in school or awaiting records, explain the status. Final eligibility follows approved admissions/sponsor standards.
Government-issued photo ID	Identity review requested by admissions. Use secure upload or in-person review; avoid collecting more identifiers than needed. This is separate from employment I-9 verification.
Previous training / OJT records	Required only when seeking recognition of prior training: transcripts, hours, sponsor records or relevant certificates. Credit is reviewed, not guaranteed.
Resume / work-history summary	Recommended if available. A completed work-history section can serve instead; no trade experience is assumed necessary merely to apply.

After acceptance | secure onboarding

Employment identity and authorization

The employing sponsor completes Form I-9 at the required employment stage. The employee chooses acceptable List A documents OR a combination of List B and List C documents. Do not universally demand both a driver's license and a Social Security card or request a specific immigration document. Uploading a copy alone does not replace required employer examination procedures.

Social Security number and payroll records

If needed for payroll, official apprenticeship registration or another authorized process, collect the full SSN through a restricted onboarding system or in person, with an explained purpose. A Social Security card copy is not a universal admissions requirement. The employer may request necessary payroll verification in accordance with applicable rules; keep it out of the general application file.

Other conditional onboarding documents

Signed enrollment/tuition agreement; employer/sponsor confirmation; individual apprenticeship registration agreement; emergency contact; approved safety/orientation acknowledgment; and any required school or sponsor records. Collect proof of residence or income only if a specific funding program requires it. Obtain separate consent for any lawful job-specific screening; do not request medical or financial records in the initial application.

How to prepare and submit files

Accepted document formats: PDF, JPG or PNG. Provide a readable complete image with all edges visible; avoid unnecessary identifiers in education records. Use filename: Lastname_Firstname_DocumentType. Maximum 10 MB per file unless the secure portal provides another limit. The fillable application cannot receive uploaded attachments itself; use the Academy-provided secure channel or arrange in-person document review.

Your records and privacy

Sensitive identity, SSN, payroll and employment records are handled separately from general admissions and marketing records, with access restricted to authorized personnel. Applicants receive the applicable privacy and retention information before sensitive records are collected. Do not submit sensitive records to publicly shared folders. Contact admissions about missing documents or accommodations.

Questions or missing records? Contact 757.840.5785 before sending sensitive information.
Sources: USCIS Form I-9 employee-rights guidance and employee document-choice Q&A; (uscis.gov); Virginia Works registered apprenticeship guidance (virginiaworks.gov). Accessed October 12, 2026.