



*Texas Department of
Licensing and Regulation*

AMPS

**Apprentice Management
Program System**

Operations Manual

Table of Contents

OVERVIEW.....	1
ACCESSING THE REPORTING SITE.....	1
MAIN MENU	2
REQUESTING A LIST OF APPRENTICES.....	3
ENROLLING AN APPRENTICE.....	2
DROPPING AN APPRENTICE.....	3
TIPS AND TROUBLESHOOTING	3

OVERVIEW

BACKGROUND

In keeping with the Texas Department of Licensing and Regulation (TDLR) vision, mission and philosophy, TDLR has developed a process for the reporting of apprentice electrician apprenticeship activity to benefit the program, apprentices and TDLR. This process will make it easy for the programs to be efficient by enrolling and dropping apprentices online instead of filing paperwork.

USING THE OPERATIONS MANUAL

All screens have the same format: the standard TDLR heading, the site name “[Apprentice Management Program System](#)” in blue, followed by instructions in green. Error messages will be in red.

Please follow the instructions on each screen. Be sure to use the TAB key to move from field to field not the ENTER or RETURN key.

ACCESSING THE REPORTING SITE

Begin at the TDLR home page (www.tdlr.texas.gov)

Click on **Electricians** found under the **Programs** heading on the right side of the page.

Click on **Apprentice Programs** found under Inside Electrician Licensing.

Click on **AMPS** under the heading **Online Services**.

On the AMPS login page, enter your program number and PIN. Both printed on your registration certificate.

Click **CONTINUE**.

If you have forgotten your PIN or do not yet have it, enter your program number and follow the directions on the screen for obtaining your PIN. The system will automatically send your PIN via e-mail.

[MAIN MENU](#)

On the **MAIN MENU**, please review all the information shown for your program and notify TDLR if anything needs to be changed.

You may enroll an apprentice, drop an apprentice, and print a list of enrolled apprentices utilizing this screen.

[REQUESTING A LIST OF APPRENTICES](#)

Select **LIST APPRENTICES**. This will return a screen showing each apprentice enrolled in your program. This list contains the apprentice license number, apprentice name, and date enrolled. If an apprentice is shown on this list but not currently enrolled in your program, drop the apprentice so that the AMPS records match your program records.

To view additional pages, scroll down to see the number of apprentices and select an additional page or you may click on **PRINT ALL APPRENTICES**. A new window will appear for a “print” version of all apprentices.

Select **LIST PREVIOUS APPRENTICES**. This will return a list showing each apprentice that was enrolled and dropped from the program. You may also click on **PRINT ALL APPRENTICES**. A new window will appear for a “print” version of all apprentices.

Click on **MAIN MENU** to return to the main menu.

[ENROLLING AN APPRENTICE](#)

Apprentices are not required to hold an apprentice license. However, if you are going to enroll them using AMPS they must hold an apprentice license. You will only be able to enroll one student at a time.

Click **ENROLL AN APPRENTICE**. You will be directed to the **ENROLL AN APPRENTICE** page. Enter the apprentice license number and click **CONTINUE**.

On the **ENROLL AN APPRENTICE** page, you will see the name of the apprentice, their address, and their license number. If this is not the apprentice you wish to enroll, click **BACK** to enter a different license number.

If the address on file with TDLR is not the correct address, the apprentice needs to contact the department.

Enter the **Enrollment Date**. The date format is provided however a “slash” will automatically appear when you start entering the date. Click **ENROLL**.

If any errors, a message will appear in **RED**. Make necessary corrections.

After clicking on **ENROLL**, the next page will be **TRANSACTION SUCCESSFUL**.

Click on **ENROLL ANOTHER STUDENT** to enroll another apprentice. If there are no more enrollments, Click on **MAIN MENU** or **LOGOUT**.

DROPPING AN APPRENTICE

DROP APPRENTICES AS SOON AS THEY ARE NO LONGER ENROLLED!

When an apprentice is no longer enrolled in your program (for any reason), they must be dropped within 2 calendar days. An apprentice on a documented leave of absence is still considered enrolled in the program.

Click on **DROP AN APPRENTICE** on the **MAIN MENU**. You will be directed to the **DROP AN APPRENTICE** page. Enter the apprentice license number for the apprentice you wish to drop.

Click **CONTINUE**. On the **DROP AN APPRENTICE PAGE**, you will see the apprentice's information, verify that you are dropping the correct apprentice. If this is not the apprentice you wish to drop, click **BACK** to enter a different license number.

Enter the **Last Date Attended**. The date format is provided however a "slash" will automatically appear when you start entering the date.

Click **DROP**. If any errors, a message in **RED** will appear. Make necessary corrections.

After clicking on **DROP**, the next page will be **TRANSACTION SUCCESSFUL**. You may Click on **DROP ANOTHER STUDENT** to drop another apprentice. If there are no more drops, Click on **MAIN MENU** or **LOGOUT**.

LOG OUT

From the **MAIN MENU**, click on **LOG OUT** when you are done.

TIPS AND TROUBLESHOOTING

- **Feed back** - if you have problems using AMPS make sure you contact us by clicking the **FEEDBACK** button on the main screen of AMPS.
- **Incorrect Addresses**- if the address on file for the apprentice is not correct, they must contact TDLR to have their address corrected.