STEP – 1: Open NCVT site using the URL, www.Apprenticeship.gov.in

STEP – 2: Click the Login Link on page

STEP – 3: Login with the Approving authorities (AAA, SAA, and RDSDE) credentials.
STEP – 4:- Navigate to the below path:

Menu→ Apprenticeship→ Apprentice→ AITT Form Correction→ Correction Form

STEP – 5:- On clicking Correction Form link the below page will open.
STEP – 6:- Select state, district and Establishment together to search for the Apprentice to Edit or directly enter Apprentice Registration Number to search the Apprentice for Edit.

STEP – 7:- Click on Edit link in order to proceed further for this process.
STEP – 8:- On clicking edit button a new pop up page will open where Contract details and Examination form details of the Apprentices will be displayed.

[Note: If multiple trainings are present for an Apprentice then the latest training will be display where training end date is less than 15-Oct-2018.]

STEP – 9:- Select any one field from both contract and Examination Details of the apprentice and select both declaration check box as shown below.
NOTE: 1. Single selection is allow in a row from Contract and Examination details.

2. If any field is selected from Apprentice Examination details then the details will be updated in the contract and a new contract will be generated.

3. One selection is mandatory for each row.

4. If found that candidate is fake then user can select the “Not verified by Approving Authority” check box.

STEP – 10:- After selecting all the fields click on Submit button to continue.
STEP – 11:- On clicking on submit button, alert message will be displayed as shown below.

![Image of alert message]

STEP – 12:- Click on Yes to save the details and generate a new contract for the Apprentice or click on No to make any more changes in the details.

NOTE: Once contract is re-generated, user needs to process the contract in order to digitally sign/manually sign the contract. Follow the below path for Final Approval:

Apprenticeship->Training->Pending Training List