

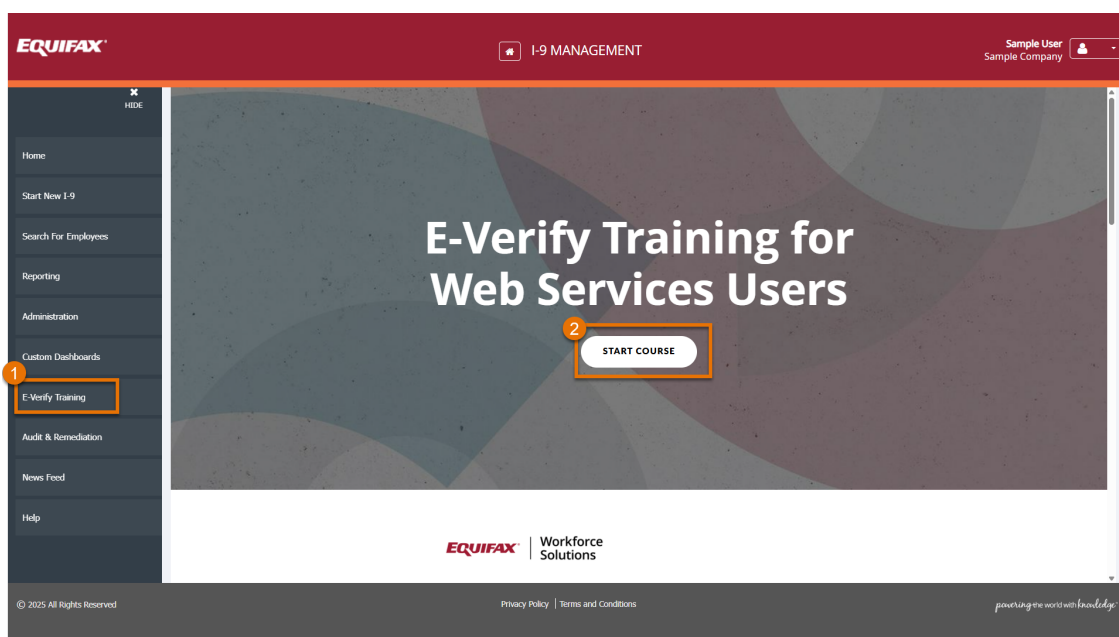
Workforce Solutions Learning

E-Verify Certification Training in I-9 Management

Access E-Verify Certification Training

I-9 Management users can access the E-Verify Certification training course directly from the dashboard. Follow the steps below:

1. On the dashboard home page, click **E-Verify Training** in the left navigation menu.
2. Click the **Start Course** button to begin the training.



Navigating the Course

The training course consists of four (4) modules and a certification exam at the end. Users must watch each of the videos provided in each of the modules before continuing in the course. Videos cannot be forwarded to skip content. Transcripts are available to download.

Knowledge Check questions and additional text-based lessons are provided for additional learning reinforcement in each module.

Images are examples and for information purposes only. They may vary across platforms and are subject to change.

Learners are encouraged to complete the course in one sitting, however the **Exit Course** button is located in the upper right corner to leave and later resume the course in progress. Each lesson is marked off when completed in the course index on the left as learners navigate through the content.

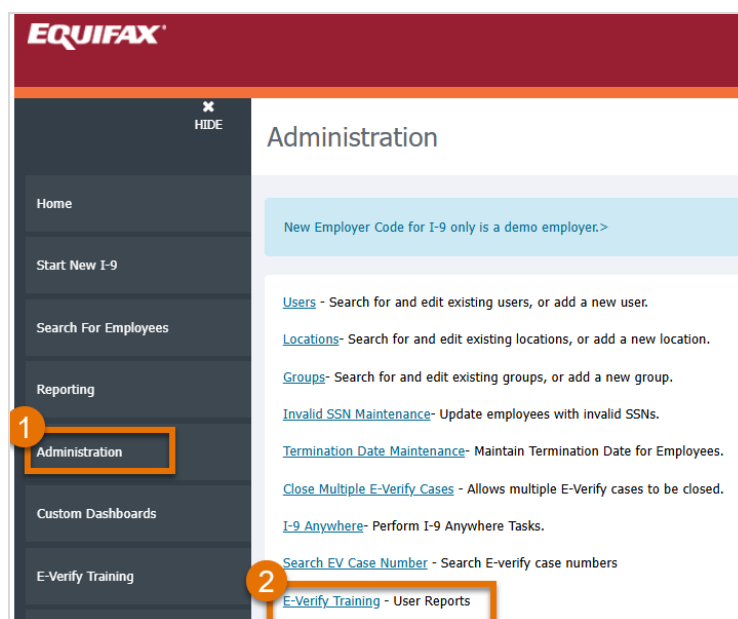
Course Exam

Learners must complete the exam at the end of the course and obtain a score of 70% or more to pass and obtain the Certification.

Administrative Reporting

Administrators can obtain reporting on course completions by following the steps below:

1. Click the Administration left navigation menu option.
2. Click E-Verify Training - User Reports.



Reporting displays each user that has launched the training course and key pertinent information on completion and results. The report can be downloaded to Excel.

Export to Excel									
Username	Employer Code	Started On	Completed On	Status	Test Score	Test Max Score	Test Min Score	Percentage Completed	Certificate Issued
User1	11111	6/10/2025	1/1/2001	InProgress	0	0	0	65	N
User2	11111	6/10/2025	6/20/2025	Passed	90	100	70	100	Y
User3	11111	6/10/2025	1/1/2001	InProgress	0	0	0	50	N
User4	11111	6/20/2025	1/1/2001	InProgress	0	0	0	33	N
User5	11111	6/25/2025	1/1/2001	InProgress	0	0	0	6	N
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More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.