OJT Reporting Form Instructions

Step 1: Your Information

<u>OJT REPORTING FORM FOR NOR</u> ENGINEERS, APPRENTIC	TH-CI ESHIP
NAME: (Print) MONTH: YEAR:	
APPRENTICE SIGNATURE:	
EMPLOYER:	sks
OPERATOR:	1

At the top left of the form, please LEGIBLY write your FULL first and last name, followed by the Month and Year of the form, your signature, your employer and the name of your Journeyman. (Note: if you are constantly moved amongst multiple journeyman during the month, use your most frequently assigned journeyman or Foreman)

Week & DATE A D C D E E C

Step 2: Hours and Days

			-	0	-			0	Week 4	DATE	A	D	C		L C	1	
Week 1	DATE	A	B	C	D	E	F	G	MON								Т
MON		_	_	_		_			TUES							-	t
TUES							_		WED		-	1	1	1	1	1	+
WED		_	_	_			-	$ \rightarrow $	THRS		+	+	1	1	-	+	+
THKS		-		-		-	-		FRI		+	+	-	1	-	+	+
SAT		-				-	-	+	SAT		+	+-	+	-	+	+	+
SUN		-		-		-	-	\vdash	SUN		+	+	+		-	+	+
TOTAL	HOURS				-	-		+	TOTAL	HOUDE	-	-	-	-	-	-	+
101/16	noono.								TOTAL	HOURS:				_			
Week 2	DATE	A	B	C	D	E	F	G									_
MON	Ditte	1	-	-	-	-	<u> -</u>	-	Week 5	DATE	A	B	C	D	E	F	G
THEC		-	-		-	-	-		MON							_	
TUES		-	-	-	-	-	-		TUES								
WED		-	-	-		-			WED								
THRS			_		<u> </u>	L			THRS								
FRI									FRI								
SAT									SAT								
SUN	-								SUN								
TOTAL	HOURS:								TOTAL	HOURS:							
Week 3	DATE	A	B	C	D	E	F	G	CODES								-
MON		+	-	-	+	+	+	+	A: Oiling &	servicing u	tilitie	s. pu	mps	. weld	ling	macl	hine
TUES		1	-	-	-	-	-		air compre	ssors & othe	er equ	lipm	ent.				
WFD		-	-	-	-	-	-	-	B: Oiling of	n revolving	equip	men	t, cra	anes,	back	hoes	i.,
THES		+	-	-	+	-	-	+	C: Repairin	g & mechan	ical v	ork.					
TDI		+	-	-	-	-	-		D: Driving	over the roa	a on	all ty	ypes	or eq	uipn	nick	
CAT		-	-	-	-	-	-	+	pans, forkl	ifts, end loa	der, g	rade	r, as	phalt	dist.	, etc.	
SAI		-	-	-	-		-		E: Operate	crawler equ	ipme	nt cr	anes	doze	ers, e	tc.	
SUN			-	_			_		G: Operate	miscellaneo	us eq	uipr	nent	hoist	s, We	llPo	inť
TOTAL	HOURS:	1							etc.								

Regardless of your first workday in the month, start in "Week 1" and fill out your hours (Regular time and Overtime combined) into <u>Category B</u> of this form. Example: if you worked 14 Hours on Monday, April 11th, your form would look like this:

Week 1	DATE	A	B	C	D	E	F	G
MON	11		14					
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
TOTAL	HOURS:							

Each day, you will fill out the hours worked, like a time sheet. At the end of the week, total your hours, like this:

Week 1	DATE	A	B	C	D	E	F	G
MON	11		14					
TUES	12		6		-			
WED	13		8					
THRS	14		2					
FRI	15		8					
SAT	16							
SUN	17							
TOTAL	HOURS:		38					

Step 3: Total your Hours

At the end of the month, you must total up your hours worked for the month. Once you have totaled your hours, write them in the box at the top right of the form, seen below:



CORING: This is an important tool in determining the Apprentices' nation. Please be honest & fair when reporting. Please circle your answers

Please make sure this number ACCURATELY REFLECTS your hours worked. Falsified hours on a form will constitute immediate removal from the apprenticeship program.

Step 4: Journeyman Grading

THIS STEP MUST BE COMPLETED BY A JOURNEYMAN. Your work performance, attendance and attitude are graded by your peers. This allows us to have a first-hand sight of how you perform in the field.

EMPLOYER: OPERATOR:	***Incomplete f not credited u	orms will be returned & ntil returned corrected***
IOURNEYMAN REPORTING/SO ability, attitude & determinati below. <u>ATTENDANCE</u> : Is the Apprentic If late how often does this occu	CORING: This is an important tool in detern on. Please be honest & fair when reporting. ee on time for work? <u>Yes</u> <u>No</u> r? If late/absent does the App	nining the Apprentices' Please circle your answers rentice call? <u>Yes No</u>
The Apprentices attitude towards:The work being performed:1234The Journeyman:1234The Foreman:1234The Contractor:1234	Rate the Apprentice with the scale below: 4- Excellent 3- Good 2- Acceptable 1- Unacceptable	The Apprentice:Has the proper tools:1234Is obedient to authority:1234Shows ambition:1234Is making progress:1234Is safety conscious:1234

Failure to have a journeyman complete this form will constitute it being incomplete, and you will be asked to submit a new form

OJT Form Submittal

Once you have completed your form for the working month, OJT forms must be submitted to the JATC in order to track your progress in the program and ensure proper upgrades for YOU. In other words, you will not receive the necessary upgrades within the Apprenticeship Program if you do not submit these forms.

VETERANS: Failure to submit these forms to us will result in delayed funding of your GI Bill due to lack of pertinent information needed on your behalf.

Below is a step by step on how to submit your OJT forms:

Step 1: Take a Picture of your Completed OJT Form

Upon completion of your form and grading by your journeyman, the first step is to take a picture of this form. Not only is this how you submit the form, it also allows you to maintain a digital copy in case you misplace your original form. <u>Please make sure this form is a clear, LEGIBLE and centered photo of your form.</u> <u>Failure to submit a form that can be read by the apprenticeship staff will result in a rejected form,</u> <u>forcing you to complete another form.</u>

Step 2: log into The Portal

Log into the Apprenticeship Portal by going to <u>www.iuoe673.org/portal</u> using the email address you supplied to us. If you do not remember your password, contact the apprenticeship office for a password reset.

💌 🍂 How Kamala Harris 6: X 👌 14001 Fulford Rd, Jac X 🕲 download gmail app: X 🗘 Safe Search X 🌀 joe biden, nortonsal: X 🕲 Log In X	B 2024 Elections: Break × + - Ø ×
← → C the iuoe673.org/portal/login.php	🖈 🗗 🕭 📴
Log In operation Please log in below to access the apprentice portal. implease Log In implease Please Log System implease Log In Reset a forgoting password. Learn more about apprenticebing programs. For assistance or questions regarding the Apprentice Portal, please contact: nct[jat0273@gmail.com Portal Login Screen Implease	itip Programs

Once logged in, your dashboard will look similar to this:

💌 📣 How Kamala Harris fi 🗴 🖄 14001 Fulford Rd, Jac 🗴 M Password Reset Regu 🗴 🕻	🕽 Safe Search 🛛 🗙 🛛 🔂 joe biden, nortonsal	Manage Account × B 2024 Elections: Br	esi: × + - Ø ×
← → C 😂 iuoe673.org/portal/edit.php?s=4642			🗠 🖈 🖸 🔺 (Error 🗄
Manage Account Andrew Slager DOER: FL875308 - Daeted 2 - Year 2 Hours and Forms Updating July 2024. Choose another mont CLASS HOURS Total: 0 hms Year 2: 0 hms July 2024: 0 hms	Manage Account View C Automatic View C OLT HOURS Total: 340 hms Jul 2024 hours C COMPEND HOURS COMPETE COMPEND HOURS COMPETE Compared for Jul 2020 4: Lipicad forms for July 2020 4: Compendent File July 2020 4: Previous File July 10 forms for hours in the Compendent for July 2020 4: Previous File July 2020 4: Previous Previous Previou	VERFICATION OF EMPLOYMENT Upland forms for July 2024: Groose File Mo the date for thes form Parm label Parm label Parm label Vew VOE forms by month: UJU 2024 No forms yet.	

Step 3: Update Reporting Month & Year

Before submitting forms, please ensure that the month that is being submitted MUST MATCH the month and year within the portal.

👻 🏄 How Kamala Harris fa 🗙 🛃 14001 Fulfo	ord Rd, Jac 🗙 🎽 Password Reset Requ 🗙 🧲	Safe Search × 🚺 joe biden, nortonsa	f × S Manage Account × B 2024 Elections: Br	reak × +	- 0 ×
← → C 📰 iuoe673.org/portal/edit.pl	hp?s=4642			∞ ☆	와 I A Error :
	anage Account Indrew Slager E#: FL8675309 - District 2 - Year 2 Hours and Forms Updating July 2024. Choose another month: CLASS HOURS Total: 014 Year 1: 0 hrs Year 2: 0 hrs July 2024: 0 hrs	Manage Account View C	VERIFICATION OF EMPLOYMENT Upload forms for July 2024: Choose File No file chosen Form label Please enter the date for this form. View VOE forms by month: JUL 2024 No forms yet.		

Failure to match the month of your form with the portal will result in the need for you to resubmit your forms correctly.

Step 4: Form Upload and Hours Input

Once you have selected the correct month and year for submission, you can now **MANUALLY** input the number of hours for the month in the corresponding box in the center of the page. This automatically tracks your OJT hours throughout the life of your apprenticeship.

ndrew Slager		
DE#: FL8675309 · District 2 · Year	2	
Hours and Forms		
Updating July 2024. Choose ar	nother month: Jul 2024 🗸	
CLASS HOURS	OJT HOURS	VERIFICATION OF EMPLOYMENT
Total: 0 hrs	Total: 340 hrs	Upload forms for July 2024:
Year 1: 0 hrs	Jul 2024 hours 0	Choose File No file chosen
Year 2: 0 hrs		Form label
July 2024: 0 hrs	CONFIRM HOURS COMPLETE	Please enter the date for this form.
		View VOE forms by month:
	Choose File No file chosen	JUL 2024
	Form label	No forms yet.
	Please enter the date for this form.	

After inputting the number of hours, you must upload the picture of your form. Do so by selecting the "choose file" button in the grey box in the middle of the page. The steps following this will depend on the source you are submitting the form from.

Upon submitting your digital copy of the form and manually matching the number of hours, you must label the form. The easiest way to keep track of these forms is to label them as the month and year the form is for. (example: if I was submitting the July 2024 hours, I would label the form "July 2024")

Step 5: Save and Submit

Once you have completed the forms and are prepared to submit them, scroll to the bottom of the page and select the "Save Changes" button, located in the center of the page. Your form will automatically upload, the hour counter for your OJT forms will automatically adjust (so long as you input the hours), and you will receive a "Record Updated" notification. This completed the submission of your monthly OJT form.

Manage Account	Manage Account View Calendar Apprenticeship Programs Log Out
Record updated.	
Andrew Slager	
DOE#: FL8675309 · District 2 · Year 2	

Reminders

- 1. You **must** submit your OJT forms by the 10^{th} of the following month.
- 2. VOE forms must be treated and submitted the same way, but submitted on the "VOE" portion of the portal (right hand column)
- 3. Failure to submit this form only hinders you. We cannot track your OJT progress without these forms being accurately submitted.
- 4. False documentation will result in immediate removal from the apprenticeship program.