

# OJT Reporting Form Instructions

## Step 1: Your Information

### OJT REPORTING FORM FOR NORTH-CI ENGINEERS, APPRENTICESHIP

**NAME: (Print)** \_\_\_\_\_  
**MONTH:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_  
**APPRENTICE SIGNATURE:** \_\_\_\_\_  
**EMPLOYER:** \_\_\_\_\_  
**OPERATOR:** \_\_\_\_\_

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)

## Step 2: Hours and Days

Week 1	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
<b>TOTAL</b>	<b>HOURS:</b>							

Week 2	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
<b>TOTAL</b>	<b>HOURS:</b>							

Week 3	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
<b>TOTAL</b>	<b>HOURS:</b>							

Week 4	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
<b>TOTAL</b>	<b>HOURS:</b>							

Week 5	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
<b>TOTAL</b>	<b>HOURS:</b>							

**CODES:**  
 A: Oiling & servicing utilities, pumps, welding machines, air compressors & other equipment.  
 B: Oiling on revolving equipment, cranes, backhoes.  
 C: Repairing & mechanical work.  
 D: Driving over the road on all types of equipment.  
 E: Operate equipment on rubber cranes cherry pickers, pans, forklifts, end loader, grader, asphalt dist., etc.  
 F: Operate crawler equipment cranes, dozers, etc.  
 G: Operate miscellaneous equipment hoists, WellPoint's, etc.

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

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							
<b>TOTAL</b>	<b>HOURS:</b>		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:

**FORM FOR NORTH-CENTRAL FLORIDA OPERATING  
APPRENTICESHIP TRAINING PROGRAM**

YEAR: \_\_\_\_\_

RE: \_\_\_\_\_

**TOTAL MONTHLY HOURS: \_\_\_\_\_**

**\*\*\*Incomplete forms will be returned & not credited until returned corrected\*\*\***

**REPORTING/SCORING: This is an important tool in determining the Apprentices' ability, attitude & determination. 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 forms will be returned & not credited until returned corrected\*\*\***

**JOURNEYMAN REPORTING/SCORING: This is an important tool in determining the Apprentices' ability, attitude & determination. Please be honest & fair when reporting. Please circle your answers below.**

**ATTENDANCE:** Is the Apprentice on time for work? **Yes** **No**  
If late how often does this occur? \_\_\_\_\_ If late/absent does the Apprentice call? **Yes** **No**

The Apprentices attitude towards:	Rate the Apprentice with the scale below:	The Apprentice:
The work being performed: 1 2 3 4	4- Excellent	Has the proper tools: 1 2 3 4
The Journeyman: 1 2 3 4	3- Good	Is obedient to authority: 1 2 3 4
The Foreman: 1 2 3 4	2- Acceptable	Shows ambition: 1 2 3 4
The Contractor: 1 2 3 4	1- Unacceptable	Is making progress: 1 2 3 4
		Is safety conscious: 1 2 3 4

**\*\*\*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.

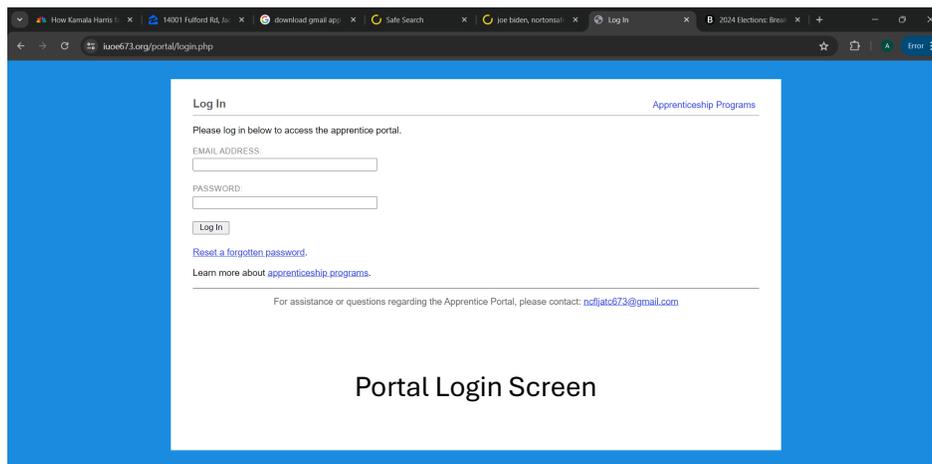
Below is a step by step on how to submit your OJT forms:

## Step 1: Take a Picture of your Completed OJT Form

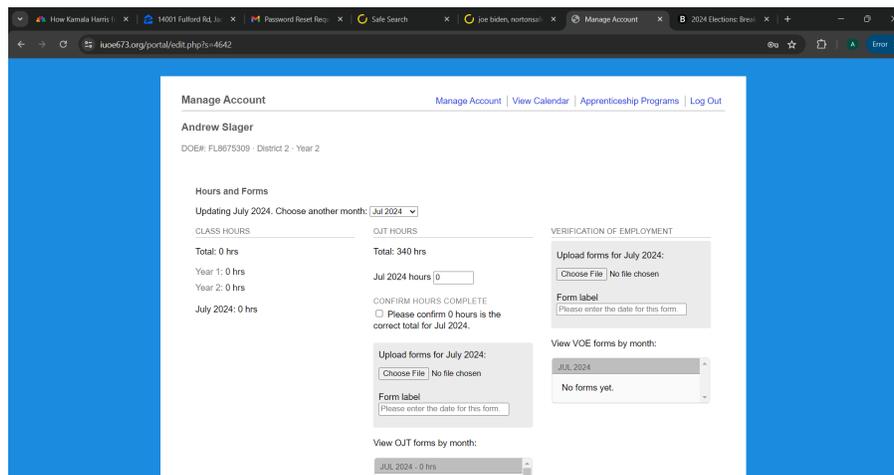
Upon completion of your form and grading by your journeyman, the first step is to take a picture of this form. Not only is this how you submit the form, it also allows you to maintain a digital copy in case you misplace your original form. **Please make sure this form is a clear, LEGIBLE and centered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

## Step 2: log into The Portal

Log into the Apprenticeship Portal by going to [www.iuoe673.org/portal](http://www.iuoe673.org/portal) using the email address you supplied to us. If you do not remember your password, contact the apprenticeship office for a password reset.

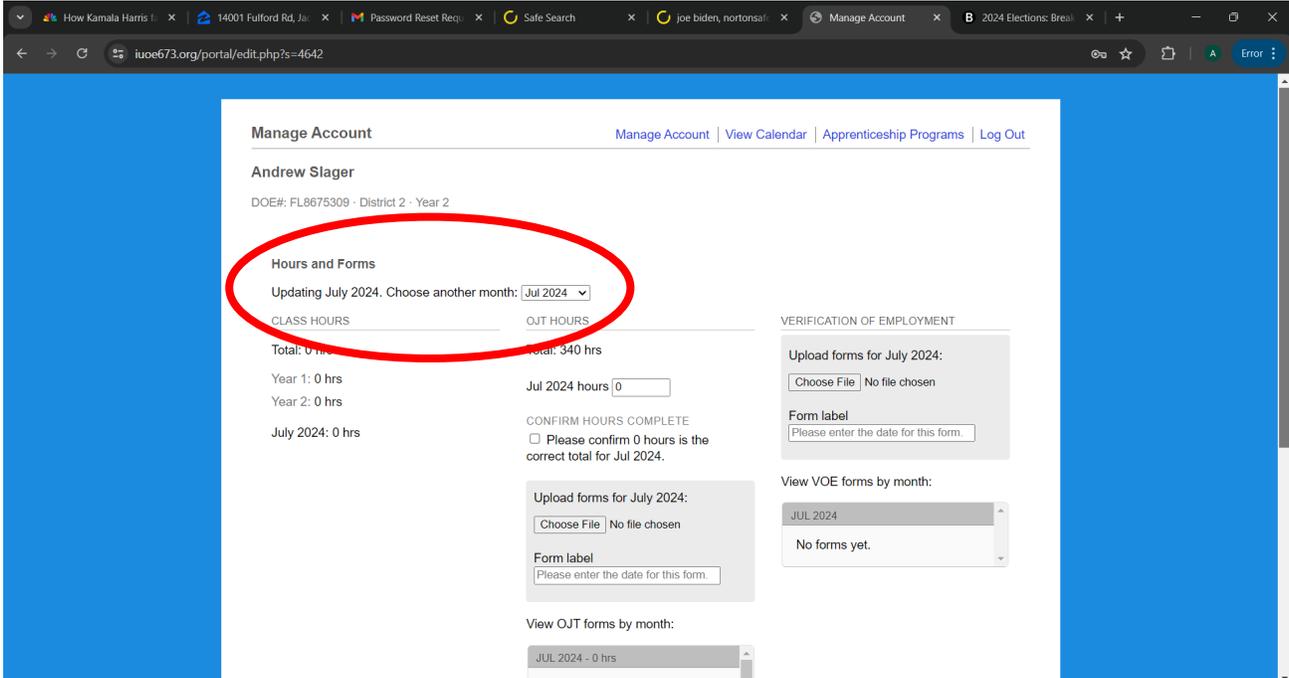


Once logged in, your dashboard will look similar to this:



### Step 3: Update Reporting Month & Year

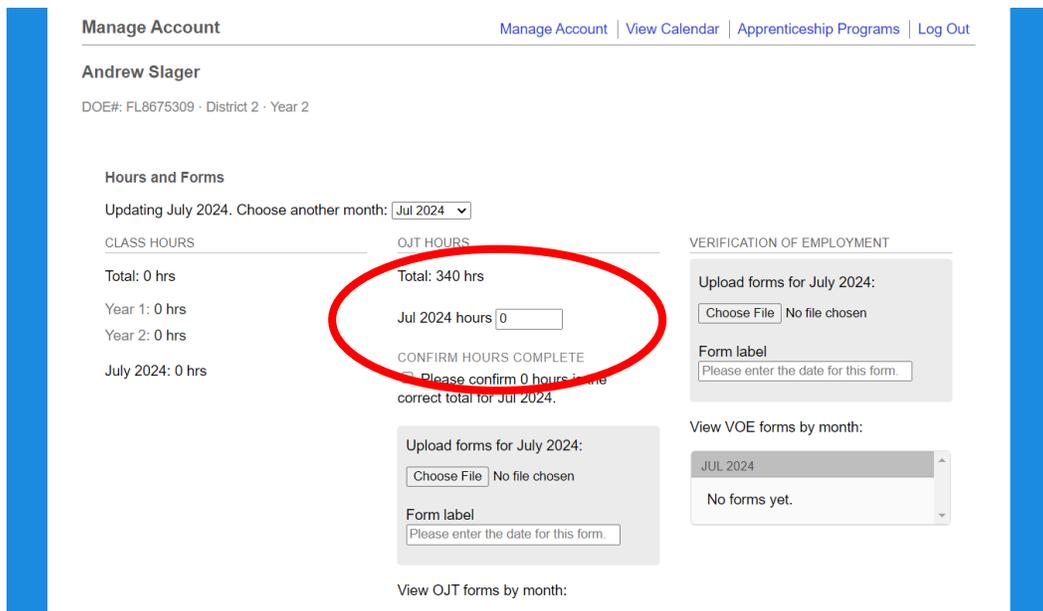
Before submitting forms, please ensure that the month that is being submitted **MUST MATCH** the month and year within the portal.



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.

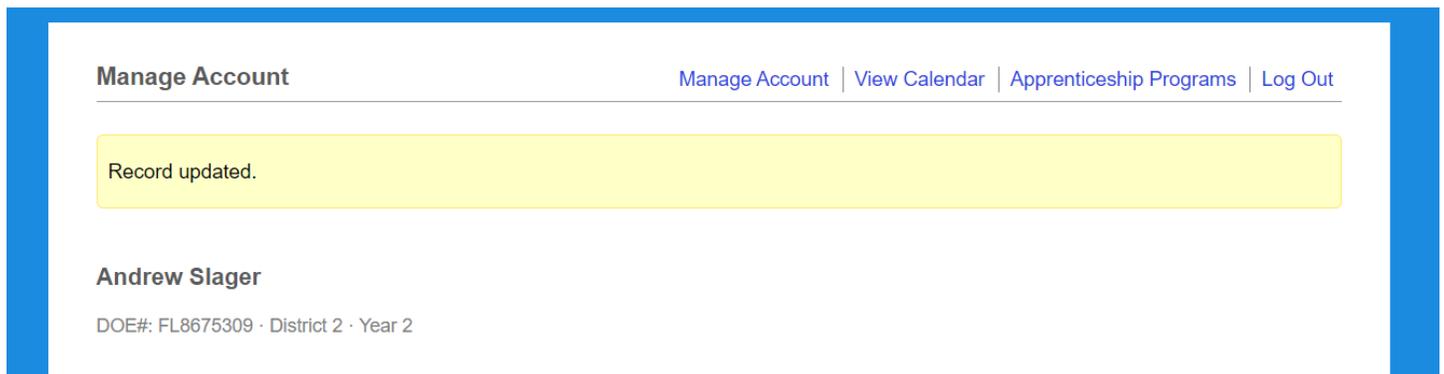


After inputting the number of hours, you must upload the picture of your form. Do so by selecting the “choose file” button in the grey box in the middle of the page. The steps following this will depend on the source you are submitting the form from.

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.



## Reminders

1. You **must** submit your OJT forms by the 10<sup>th</sup> 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.