



Monthly On the Job Training (OJT) Report

Mid Coast Construction Academy

Instruction: 102 S Ben Jordan; Victoria, TX 77901

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Electrical Program

Apprentice Name _____ Apprenticeship Level _____
 Month _____ Year _____ Wages/Hour _____

Work Process Type	Total Hours Required by MCA	Your total hours from last report	Pay Week 1	Pay Week 2	Pay Week 3	Pay Week 4	Pay Week 5	Monthly Totals	Total Hours to Date
			End Date	End Date	End Date	End Date	End Date		End Date
Preliminary Work	1,000								
Residential & Commercial Rough Wiring	2,500								
Residential & Commercial Finish Work	1,500								
Commercial & Industrial Lighting & Electrical Service Installation	2,000								
Troubleshooting	1,000								
Total Hours	8,000								

Please keep a copy for your records. Maintain all company pay stubs in case verification is necessary. The apprentice is required to submit these sheets by the 10th day after the month hours were earned as required by the Department of Labor and Apprenticeship Standards.

Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work. _____

Of the hours you did not work, indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply.

Illness, medical, or injury _____

Holiday _____

Personal _____

Scheduled Vacation _____

This certifies that the above named apprentice received on-the-job training and work experience in accordance with, but not limited to, the schedule listed above. PLEASE NOTE: OJT experience need not be in the order listed, nor must hours be continuous. Work Process sheet total should be verified against company OJT report, if available.

I have reviewed this report and ALL TOTALS ARE COMPLETED and I hereby verify the above statement of work is correct.

Supervisor's Printed Name _____

Company _____

Supervisor's Signature _____

Date _____

Apprentice's Signature _____

Date _____

Journeyman Evaluation of Apprentice

Please rate the apprentice 1 (poor) through 5 (exceptional) in each of the following categories, and provide comments when necessary in the boxes below. You may write on the back if more room is needed.

Category	Rating	Comments
Productivity		
Attitude/initiative		
Accuracy		
Mechanical Aptitude		
Responsibility		

Category	Rating	Comments
Trade Knowledge		
Attendance		
Safety		
Proper Tools		
Communication		