



ELECTRICAL OJT MONTHLY WORK REPORT

APPRENTICESHIP/ ELECTRICAL TRAINING
LOS ANGELES/VENTURA CHAPTER

MONTH: _____ YEAR: _____

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Monthly Total
A																																
B																																
C																																
D																																
E																																
Daily Total																																
Class Hours																																

This accurately completed report is due to the ABC office no later than the 10th of the month following the month of this report.

Collect all paycheck stubs relevant to the month of your report. Match the hours on your paycheck stubs with the hours you list on the calendar above, ensure that you list them under the proper work category. In the "Monthly Total" column total the number of hours worked for the current month in each of the various work process categories. The total for each of the work process categories must equal the total hours indicated on your check stubs. **IF YOU DID NOT WORK DURING THE MONTH YOU ARE STILL REQUIRED TO SUBMIT THIS REPORT WITH ZERO(0) HOURS LISTED.** Print and sign your name and have your Journeyman or Foreman sign and fill in your employer for the month. If you worked for more than one contractor for the month, list all contractors that you worked for. Make sure this form is complete and accurate, or it will be returned to you for corrections. Do not piece mail your paperwork.

NO FAXED, NO EMAILED OR COPIES OF YOUR WORK PROCESS REPORT WILL BE ACCEPTED.

WORK CATEGORIES

- A. Planning and Initiating Project (min 700 hours)**
 - a. Establishing Temporary Power during Construction
 - b. Establishing Grounding System
 - c. Site work- exterior
 - d. Material Handling & Management
 - e. Blueprints/Layouts
- B. Planning and Installing Branch Circuits (min 3500 hours)**
 - a. Outlet Boxes
 - b. Wiring Install
 - c. Splicing/ Terminating
- C. Establishing Power Distributions within Project (min 1200 hours)**
 - a. Raceways over 2"
 - b. Service and Feeder Cables
 - c. Panel Boards over 200 amp
 - d. Transformer

- D. Trim, Finish and Hookup (min 1500 hours)**
 - a. Installing Receptacles, Fixtures, Motors
 - b. Start-up, Testing and Troubleshooting Electrical Systems
- E. Special Systems (min 1100 hours)**
 - a. Instrumentation and Process Control Systems
 - b. Energy Management System
 - c. Intercom- Signal Systems
 - d. Telephone, Data, Video and Alarms
 - e. Alternative Energy Sources (solar, wind, fuel cell, etc.)

Print Name: _____

Signature: _____

Foreman's Name (print): _____

Foreman's Signature: _____

Employer: _____

Please Note:

We suggest you keep a copy of this report for your records. Documentation not received by the 10th of the month may generate a committee appearance letter for disciplinary actions. Advancement and graduation are dependant upon receipt of hours.



ELECTRICAL OJT MONTHLY WORK REPORT

APPRENTICESHIP/ ELECTRICAL TRAINING
LOS ANGELES/VENTURA CHAPTER

MONTH OF REPORT

MONTH: _____

YEAR: 2009

DAILY TOTALS MUST EQUAL MONTHLY TOTALS

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Monthly Total
A	8					S		8					S		8					S		8				S						40
B		8				A	S		8				A	S		8				A	S		8			A	S			8		40
C			8			T	U			8			T	U						T	U			8		T	U					32
D				8		R	N				8		R	N				8		R	N				8		R	N				32
E					8	D	A					8	D	A					8	D	A				8		D	A				32
Daily Total	8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8		176
Class Hours			4							4							4						4									16

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FOREMAN SIGNS HERE

YOU SIGN HERE

Print Name: Bob Smith

Signature: _____

Foreman's Name (print): John Jones

Foreman's Signature: _____

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