



**BREVARD ELECTRICAL APPRENTICESHIP PROGRAM**  
**700 N. Wickham Road, #108 Melbourne, FL 32935**  
**office ~ 321-254-0492 fax ~ 321-254-6946**

## MONTHLY OJT RECORD

Employer \_\_\_\_\_

Student Year Level \_\_\_\_\_ Month \_\_\_\_\_ 20\_\_\_\_

*(Student year level changes every August, not in May or June)*

Areas of Training	Hours
Boxes, Romex, Conduit & Cable Rough-in (Aboveground)	
Boxes, Romex, Conduit & Cable Rough-in (Underground)	
Controls, Terminations & Wire Pulling	
Grounding, Panels & Switchgear Installation	
Light Fixture Installation & Device Trim out	
Rigging, PPE & Safety	
Blueprint Reading	
Troubleshooting	
TOTAL _____	

Student/Employee Name (print) \_\_\_\_\_

Student/Employee Signature \_\_\_\_\_

Supervisor Name (print) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

### FOR VETERANS:

- ☐ Level 1 = No skill at all
- ☐ Level 2 = Supervision required
- ☐ Level 3 = Some work alone, mostly supervised
- ☐ Level 4 = Can work alone, occasional guidance needed
- ☐ Level 5 = Can work alone, no supervision needed

## SUMMARY OF OJT POLICY

Students are to turn in their On the Job Training Hours (*OJT's*) on a monthly basis. The first week of every month students are to turn in their OJT hours for the previous month. These hours can be turned into their instructor or the apprenticeship office.

Students currently owing three (*3*) months of OJT's may be called into a Brevard Electrical Apprenticeship Training Program (*BEATP*) Committee meeting, and could face dismissal from the program.

## SUMMARY OF ATTENDANCE POLICY

Students are required by the State of FL to have 145 class hours per year. This is 72.5 class hours per term.

Brevard Electrical Apprenticeship Training Program (*BEATP*) allots each student **a total of three (*3*)** absences per term. These three (*3*) absences include both excused and unexcused reasons.

A term is from August to December, then January to May. There are two (*2*) terms per student year.

Students need to have documentation for their absences to obtain excusal. Examples of documentation are as follows:

- a. Work note on company letterhead from contractor– employer
- b. Doctor's note for student or family member
- c. Court or Military release paperwork
- d. Copy of wedding invitation or funeral notice
- e. Instructor approval (*instructor needs to make a note on sign in sheet*)
- f. Approval from Program Coordinator or Committee member

**If you have any questions, please contact the apprenticeship office ASAP. (321) 254–0492**