

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.

At 2 months behind = students may be dismissed from class.

(Being dismissed counts towards a students' 2 absences. Being dismissed counts as an "Unexplained Absence". At 3 absences a student can be dismissed from program.)

At 3 months behind = students may be dismissed 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 two (2) absences** per term. These two (*2*) absences include both explained and unexplained reasons.

Students missing more than 2 classes may be dropped from the program.

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

IF a student is going to miss any class, they should call the apprenticeship office & their instructor to inform them. IF a student does have a valid reason for missing class, please provide a note or letter to the BEATP office, such as:

A doctor's note, a letter from contractor, receipt for a flat tire, wedding or funeral notice, etc.

There is no such thing as "excused" or "unexcused" for absences, there is only the allotment of 2 absences per term. However, IF the reasons are valid, then student file (including absentee notes, grades, record of OJTs, etc.) will be presented to the BEATP Committee for review to hopefully prevent student from being dropped from the program.

The decision of the BEATP Committee is final.

*** Not signing the Sign-in Sheet in class is an "Unexplained Absence" ***

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



BREVARD ELECTRICAL APPRENTICESHIP TRAINING PROGRAM

700 N. Wickham Road, #108
 Melbourne, FL 32935
 office ~ 321-254-0492 *or* fax ~ 321-254-6946
Coordinator@ElectricalApprenticeship.org

MONTHLY OJT (*On the Job Training*) RECORD

Employer _____

Student Year

Level _____ Month _____ 20 _____

(Student year level changes every August, not in the summer months)

Areas of Training	Hours	Hours needed YEARLY
Boxes, Romex/MC Cable, Conduit & Cable Rough-in (<i>Aboveground</i>)		500
Boxes, Romex/MC Cable, Conduit & Cable Rough-in (<i>Underground</i>)		250
Controls, Terminations & Wire Pulling		475
Grounding, Panels & Switchgear Installation		250
Light Fixture Installation & Device Trim out		450
Rigging, PPE & Safety		25
Blueprint Reading		25
Troubleshooting		25
		2000

THIS MONTH'S TOTAL _____

Student/Employee Name (print) _____

Student/Employee Signature _____

Supervisor Name (print) _____

Supervisor Signature _____

FOR VETERANS:

(Supervisor please check one)

- 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