

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.
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 three (*3*)** absences per term. These three (*3*) absences include both explained and unexplained reasons.

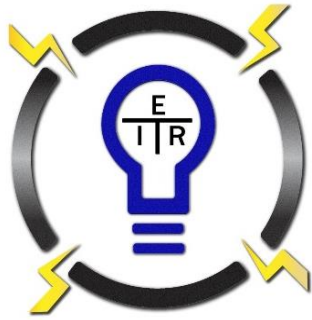
A term is from August to December, then January to May. There are two (*2*) terms per student year.

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. Letter from contractor if missing work while on vacation
- f. Instructor approval (*instructor needs to make a note on sign in sheet*)
- g. Approval from Program Coordinator or Committee member

not signing the Sign In Sheet at class is an "Unexplained Absence"

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



BREVARD ELECTRICAL APPRENTICESHIP TRAINING PROGRAM

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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