

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 emailed, faxed, messaged, turned in in the "classroom mailbox" or at the apprenticeship office.

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

(Being dismissed counts towards a student's 2 absences limit.)

At 3 months behind = students may be dismissed from the program, and will fail the term.

Students forging a supervisor's signature will face immediate dismissal and fail the term.

SUMMARY OF ATTENDANCE POLICY

Students are required to have 145 class hours per year = 72.5 class hours per term.

Brevard Electrical Apprenticeship Training Program (BEATP) allots each student a total of two (2) absences total per term.

Students missing more than two (2) classes in a term may be dropped from the program, and will fail the term.

Terms are = "August to December" and "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 a letter to the BEATP office, such as:

A doctor's note, a letter from employer, 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 two (2) absences per term. However, **IF** the reasons are valid, then the student's file (which includes absentee notes, grades, record of OJTs, etc.), will be presented by the office staff to the BEATP Committee for review to hopefully prevent the student from being dropped from the program.

The decision of the BEATP Committee is FINAL.

--- NOT signing the "Sign-in Sheet" in class is interpreted as an "Absence".

SUMMARY OF GRADE POLICY

1. Students are solely responsible for keeping up with their classwork online and offline.
2. Office & instructors will not notify students about any missing work or if their grade has a "failing" status. **A failing grade is any grade below a "70".**
3. **ALL chapters or "topics of study" require a grade. A zero "0" grade is not acceptable and will be considered "incomplete", which will result in the student failing the entire term.**

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ALL POLICIES ARE REVIEWED AT THE YEAR 1 ORIENTATION OR IN THE OFFICE, AND STUDENTS MUST SIGN THE STUDENT POLICY HANDBOOK NOTING COMPREHENSION OF ALL POLICIES AFTER ALL POLICIES ARE EXPLAINED IN ORDER TO ATTEND CLASS.

If you have any questions, please contact the apprenticeship office. 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)

STUDENT'S CURRENT HOURLY WAGE: _____

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