

How Do I Complete My On the Job Training Report?

- The purpose of your On-the-Job Training report is to detail the work you performed during the previous month, and how many hours you have worked in total. These hours count towards your apprenticeship and will track your progress towards qualifying to take the Journeyman Wireman's exam. ALL REPORTS ARE DUE TO THE INSTRUCTOR BY THE END OF EACH MONTH. IT S YOUR RESPONSIBILITY TO TRACK YOUR HOURS FOR EACH CATEGORY FOR EACH MONTH.
- The On-the-Job Training report can be found at [OJT's \(dgwtraining.com\)](http://dgwtraining.com)
- Once you have arrived at the page, you will see a form and instructions on how to properly fill out the training form. Please carefully note the category of training in each box and enter the correct hours percategory in the proper box. If you are not sure which category your work applies to, contact the Director of Education and Loss Prevention.
- After form is filled out, select I'm not a Robot (If you are not a robot), and press submit. Once form is submitted, the form will be sent to the instructor and training hours will be logged and tracked.
- For an example of what a completed OJT Reporting Form should looklike, see next page.

OJT Reporting Form [Due on the last day of month.]

This report is for the Month of.....

January

This report is for the year of

2020

Apprentice Name

Sparky Anderson

Hours of training on Safety this month

20

Hours of training on Preliminary Work this month

50

Hours of training on Rough-in Electrical Installation this Month

25

Hours of training on Finish Electrical Wiring

25

Hours of training on Lighting and Lighting Control

100

Hours of Training on Troubleshooting Electrical Systems

25

Hours of training on Photovoltaic and Renewable Energy this month

0

Hours of training on Motor Installation and Control this month

0

My initials entered here indicate I have completed this form.

SA

