

The background of the slide is a photograph of a newspaper with several paper boats floating on its surface. The boats are made of white paper, with one boat in the foreground being orange. The newspaper text is blurred, and the overall scene is brightly lit.

Work Report

“WORK REPORT COMPLETION” TRAINING

Work Reports Must be Turned in “Completed”



- **Work Reports are to be completed as described.**
 - **If they are completed as described, they will be stamped**
“RECEIVED and DATED”

Penalties will apply as stated on the bottom left of the work report.
*“WORK REPORTS ARE DUE ON THE 1st OF THE FOLLOWING MONTH.
There is a 15 day grace period but divisional pay advancements will be
delayed 7 days for every day report is delinquent.”*

Work Reports Must be Turned in “Completed”

INCOMPLETE

JAN 04 2021

- If Work Reports are NOT completed as described, they will be stamped **“INCOMPLETE and DATED.”**
 - If received on your **class day**, they will be stamped “Incomplete and Dated” and returned to you.
 - If received in the **mailbox**, they will be stamped “Incomplete and Dated” and placed in your class folder.
 - Penalties will apply as stated on the bottom left of the work report if **“Incomplete and Dated.”**
- “WORK Reports ARE DUE ON THE 1st OF THE FOLLOWING MONTH. There is a 15-day grace period, but divisional pay advancements will be delayed 7 days for every day report is delinquent.”*
- **Applicable to all apprentices starting with January 2021 Work Reports.**
 - Only Exception is, a grace period for all new 1-year students, first 3 work reports.

- A. Project Layout and Planning (300 Hours)
 - Reading and interpreting blueprints and specifications
 - Coordination between crafts, general contractor and homeowner
 - Layout services and branch circuits
- B. Underground Installation (500 Hours)
 - Trenching and ditch digging
 - Direct Burial
 - Installing PVC/Rigid Conduit
 - Installing grounding electrode systems
- C. Thinwall Conduit Raceway Systems (200 Hours)
 - Fastening and supporting devices
 - Conduit fabrication
 - Installation of conduit, fittings and boxes
 - Water Meter Remote (Basements)
 - i. Washer/Dryer/Freezer
- D. Rigid Conduit Raceway Systems (200 Hours)
 - Fastening and supporting devices
 - Conduit fabrication
 - Installation of conduit, fittings and boxes
 - Service Mast
- E. Installing Services, Switchboards and Panels (600 Hours)
 - Mounting Panels
 - Breaker installation
 - Fuse Installations
 - Terminations and Bonding
- F. Installing, Splicing & Terminating Wires and Cables (1200 Hours)
 - Installing Non-metallic Sheath cable
 - Establishing temporary power
 - Feeders and branch circuits
 - Control Wiring
 - Splices, taps and terminations
- G. Lighting Installations (900 Hours)
 - Installing outlet boxes and conductors
 - Installing fixtures
 - Control devices
- H. Installing Devices (850 Hours)
 - Receptacles
 - Switches
 - Face Plates
- I. Testing and Troubleshooting Feeders, Motors and Branch Circuits (200 Hours)
 - Identifying fault current to ground
 - Certifying system operation
 - Repair and Maintenance
 - Ground Verification
- J. Fire Alarm Installation (150 Hours)
 - Blueprint and specification interpretation
 - Layout and circuit installation
 - Control panel and device installation
 - Programming and testing
- K. Security System Installation (200 Hours)
 - Blueprint and specification interpretation
 - Layout
 - Box and circuit installation
 - Terminations
 - Testing
- L. Installing Communication and Sound Systems (350 Hours)
 - Blueprint and specification interpretation
 - Layout
 - Conduit and box installation
 - Installing panels and network devices
 - Circuit installation
 - Terminations and testing
- M. Installing and Terminating Transformers (150 Hours)
 - Mounting and Installation
 - Primary and secondary terminations
 - Testing and troubleshooting
 - Low Voltage Systems (Door Bells)
- N. Installing Specialized Systems (400 Hours)
 - Basic life safety
 - Custom and low-voltage control
 - Entertainment and Environmental
- O. Service and Troubleshooting (400 Hours)
 - Testing, analysis and repair of motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, control circuits and devices.
- P. Material Handling and Pre-Fabrication (150 Hours)
 - Material / equipment awareness
 - Fabricating for field installation
- Q. Old Work (300 Hours)
- R. Floor Duct/Receptacle Installation (0 Hours)
 - Transit/Grade establishment
 - Installing duct and fittings
 - Core drilling and outlet installation
- S. Installing Fiber Optic Cable (50 Hours)
 - Equipment Layout
 - Installing cable
 - Polishing and terminating
 - Testing and Verifying
- T. Safety Awareness & Other Specified Areas (100 Hours)

Example for an “X” Solar project or heat trace may not always be an “X”

There are still other categories that could be covered such as :

Terminations
Cable pulling
Underground

ADDITIONAL CODES

- SD – Sick Day
- HD – Holiday
- ID – Injured
- DO – Day Off
- VD – Vacation Day
- Ⓢ - 2 Hrs. Show Up
- NW – No Work
- MA – Medical Appointment
- / - Sat. & Sun.
- UE – Unemployed
- CD – Class Day
- X - Other


Residential Work Report Completion Requirements

Apprentice: _____
 Job _____
 Location(s): _____

 Phone: _____
 Employers: _____

 Period: _____

**Residential Wireman
 Monthly Work Report**
 (Due on the 1st day of the following month.)
**Toledo Electrical Joint Apprenticeship
 And Training Committee**
 803 Lime City Road
 Rossford, OH 43460 419-666-8088



What I Learned on the Job and How it benefited my education:

Month _____ 20_____ JRW INITIALS _____

Please be sure to fill the report out COMPLETELY

	1	2	3	4	5	6	7	Wk Total
N	8	4	4		6			38
Q		4	4	8				40

"X" EXPLANATION NEEDED:

****APPRENTICE SHOULD NOT EXCEED NUMBER OF HOURS IN CERTAIN MAX CATEGORIES****
PRESS HARD - You are making two copies

On-The-Job Training Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Monthly Totals	Cumulative Hours	

Weekly Hours Verification

Week #1 _____ Week #2 _____ Week #3 _____ Week #4 _____ Week #5 _____
 Journeyperson Signature Journeyperson Signature Journeyperson Signature Journeyperson Signature Journeyperson Signature

Show Hours Actually Worked for Week →  Weekly Totals _____
 Show Total Hours available for Week →  Monthly Total (Actually Worked) →  Of Possible _____

NOTICE: Falsification of a work report will result in termination from the Apprentice Program. The above reflects the actual hours I have worked for the Month Indicated.

 Apprentice Signature
WORK REPORTS ARE DUE ON THE 1ST OF THE FOLLOWING MONTH. There is a 15 day grace period
 divisional pay advancements will be delayed 7 days for every day a report is delinquent.

Journeyman's Use Only

This report was turned in to me or _____ . To the best of my knowledge the work hours shown are accurate.
 _____ DATE _____

 Journeyperson Print Name Card # Journeyperson Signature

Apprentice "On-the-Job" Evaluation
 Instructions: Everyone involved in the apprentice's training should evaluate him/her
 (J = Journeymen, F = Foreman, E = Employer)
 Please rate the apprentice on all 10 factors listed below. Consider each factor separately. Please rate the apprentice from 1 - 5 on each factor by entering the corresponding number in the box that corresponds to your job title. Consider the length of time in the program and give your honest evaluation.
 1=Poor 2=Below Average 3=Average 4=Above Average 5=Excellent (or Equivalent)
***** 3 is grading of performing as expected *****

ATTENDANCE	J	F	E	EFFICIENCY OF WORK	J	F	E
J, F, or E Comments							
ATTITUDE	J	F	E	DEPENDABILITY	J	F	E
				on-the-job Performance			
J, F, or E Comments							
INITIATIVE	J	F	E	INTEREST	J	F	E
J, F, or E Comments							
COOPERATION & CONDUCT	J	F	E	SAFETY AND SAFE PRACTICES	J	F	E
Ability to work with others							
J, F, or E Comments							
ADAPTABILITY	J	F	E	QUALITY & ACCURACY	J	F	E
Ability to learn & understand verbal instr.							
J, F, or E Comments							
Do You Feel Apprentice Should Be Rotated: ___ Yes ___ No							
Reason: _____							
Have you reviewed this report with the apprentice? ___ Yes ___ No							
If "NO", Why not? _____							
How long has this apprentice worked with you? _____							

APPRENTICE USE ONLY
 Do You Seek Rotation: ___ Yes ___ No (Disclaimer: If you wish to submit request for rotation on separate sheet please do so in writing and submit it to JATC with your work report)
 Reason _____

 Apprentice Initials

Residential Handout

Apprentice: Jesse Ankle
 Job: _____
 Location(s): Maumee HS
Abing HS
 Phone: 419-419-4192
 Employers: Brown Electric
 Period: 2

**Residential Wireman
 Monthly Work Report**

(Due on the 1st day of the following month)

Toledo Electrical Joint Apprenticeship
 And Training Committee
 803 Lime City Road
 Rossford, OH 43460 419-666-8088



What I Learned on the Job and How it benefited my education:

Crident
Terminating wires banks

Month JAN 2021 JRW INITIALS JA

Please be sure to fill the report out COMPLETELY

	1	2	3	4	5	6	7	Wk Total
N	8	4	4		6			38
Q		4	4	8				40

"X" EXPLANATION NEEDED:

APPRENTICE SHOULD NOT EXCEED NUMBER OF HOURS IN CERTAIN MAX CATEGORIES
PRESS HARD - You are making two copies

On-The-Job Training Classification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Monthly Totals	Cumulative Hours	
C	4	X	X	8						X	X	8				X	X	8					X	X	8					X	X	32	64	
F	0				8							8							8							8						32	64	
G	L				8							8								8							8					32	84	
H	d					8							8	8							8							8	8			48	90	
CD	a							CD														CD												
	Y																																	

Weekly Hours Verification

Week #1 _____ Week #2 Jim Spake Week #3 Jim Spake Week #4 Steve Non Week #5 Steve Non
 Journeyperson Signature Journeyperson Signature Journeyperson Signature Journeyperson Signature Journeyperson Signature

Show Hours Actually Worked for Week → 30 Weekly Totals → 144
 Show Total Hours available for Week → 32 32 40 40 32 32 40 40 Monthly Total (Actually Worked) Of Possible → 144 / 144

NOTICE: Falsification of a work report will result in termination from the Apprenticeship Program. The above reflects the actual hours have worked for the Month indicated.

Jesse Ankle
 Apprentice Signature

Journeyperson's Use Only
 This report was turned in to me on 2-1-21 to the best of my knowledge the work hours shown are accurate. DATE
Steve Non D34567 Steve Non

WORK REPORTS ARE DUE ON THE 1ST OF THE FOLLOWING MONTH. There is a 15 day grace period.

Apprentice 'On-the-Job' Evaluation
 Instructions: Everyone involved in the apprentice's training should evaluate him/her.
 (J = Journeyman, F = Foreman, E = Employer)
 Please rate the apprentice on all 10 factors listed below. Consider each factor separately. Please rate the apprentice from 1 - 5 on each factor by entering the corresponding number in the box that corresponds to your job title. Consider the length of time in the program and give your honest evaluation.
 1= Poor 2= Below Average 3= Average 4= Above Average 5= Excellent (or Equivalent)
 ** 3 is grading of performance as expected **

ATTENDANCE	J	F	E	EFFICIENCY OF WORK	J	F	E
	4				4		
J, F or E Comments							
ATTITUDE	J	F	E	DEPENDABILITY (as the job performance)	J	F	E
	3				3		
J, F or E Comments							
INITIATIVE	J	F	E	INTEREST	J	F	E
	4				4		
J, F or E Comments							
COOPERATION & CONDUCT (Ability to work with others)	J	F	E	SAFETY AND SAFE PRACTICES	J	F	E
	3				3		
J, F or E Comments							
ADAPTABILITY (Ability to learn & understand material)	J	F	E	QUALITY & ACCURACY	J	F	E
	4				4		
J, F or E Comments							
Do You Feel Apprentice Should Be Rotated? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Reason							
Have you reviewed this report with the apprentice? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If 'NO' Why not							
How long has this apprentice worked with you? <u>1 year</u>							

APPRENTICE USE ONLY
 Do You Seek Rotation? Yes No (Disclaimer: if you wish to submit request for rotation on separate sheet, please do so in writing and submit it to JATC with your work report.)
 Reason

JA

Residential Handout