

The background of the slide is a photograph of a newspaper with several white paper boats placed on its surface. The boats are scattered across the page, with one in the foreground and others in the background. The newspaper's text is visible but blurred. A large, white, brush-stroke-like shape is overlaid on the right side of the image, containing the text.

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 (200 Hours)
 - Reading and interpreting blueprints and specifications
 - Jobsite coordination
 - Layout telecommunication cabling systems
- B. Underground Installation (200 Hours)
 - Trenching and ditch digging
 - Direct Burial
 - Installing telecommunication ground systems
- C. Routing Cable (250 Hours)
 - Fastening and support
 - Protective sleeves and nipples
- D. Testing, Certifying & Troubleshooting LAN Systems (400 Hours)
 - Checking circuit continuity
 - Identifying faults
 - Certifying system operation
 - System repair
 - Ground verification
- E. Security System Installation (350 Hours)
 - Blueprint and specification interpretation
 - Layout
 - Box and circuit installation
 - Terminations
 - Testing
- F. CCTV & Access Control (200 Hours)
- G. Installing Communication and Sound Systems (300 Hours)
 - Blueprint and specification interpretation
 - Layout
 - Installing telecommunication panels and network devices
 - Circuit installation
 - Terminations and testing
 - Entertainment
- H. Installing and Networking Telecommunication Wires and Cables (600 Hours)
 - Installing and networking between buildings
 - Wiring large and small campus systems
 - Installing backbones
 - Installing horizontals
 - Installing crossconnects and interconnects
- I. Terminating Wires and Cables (700 Hours)
 - Bundled cable
 - Shielded cable
 - Unshielded cable
 - Optical fiber cable
 - Twisted pair
 - Coaxial cable
- J. Splicing Wires and Cables (300 Hours)
 - Optical fiber cable
 - Shielded and unshielded twisted pair
 - Coaxial cable
- K. Service and Troubleshooting (400 Hours)
 - Testing, analysis and repair of video, voice and data installations: electronic devices, LAN circuits and telecommunication devices
- L. Material Handling and Pre-Fabrication (150 Hours)
 - Material/equipment awareness
 - Fabricating for field installation
- M. Safety Awareness & Other Specialized Areas (100 Hours)
 - Safety
- N. Fire Alarm/Life Safety Systems (350 Hours)
 - Environmental Control
 - Life Safety
 - Fire Alarm

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

Example for an “X” Nurse Call may not always be an “X”

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

Terminations
Cable pulling
Underground

Apprentice: JACK ABLE
 Job _____
 Location(s): MEIJER

KROGER

 Phone: 419-419-4191
 Employers: _____
AMP ELECTRIC
 Period: 1

**Telecommunication 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



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

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

UNDERGROUND INSTALLATION
SECURITY SYSTEM INSTAL

Month JAN 20 21 JIT INITIALS JD

"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
B	HD	/	/	8	8	8	8	/	/							/	/	8	8	8	8	/	/								64	128	
E											8	8	8	8												8	8	8	8			80	160
CD								CD														CD											

Weekly Hours Verification

Week #1 _____ Week #2 Jim Sparks Week #3 Jim Sparks Week #4 Jack Doe Week #5 Jack Doe
 Journeyman Signature Journeyman Signature Journeyman Signature Journeyman Signature Journeyman Signature

Show Hours Actually Worked for Week →

0	32	40	32	40
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 Weekly Totals →

0	32	40	32	40
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 Show Total Hours available for Week → _____ Monthly Total (Actually Worked) →

144

 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.

Jack Able
 Apprentice Signature

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 a report is delinquent.

Journeyman'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.
JACK DOE D45678 Jack Doe
 Journeyman Print Name Card # Journeyman Signature

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 performing as expected ***

ATTENDANCE	J	F	E	EFFICIENCY OF WORK	J	F	E
	3				3		

ATTITUDE	J	F	E	DEPENDABILITY on-the-job Performance	J	F	E
	3				3		

INITIATIVE	J	F	E	INTEREST	J	F	E
	3				3		

COOPERATION & CONDUCT Ability to work with others	J	F	E	SAFETY AND SAFE PRACTICES	J	F	E
	3				3		

ADAPTABILITY Ability to learn & understand verbal instr.	J	F	E	QUALITY & ACCURACY	J	F	E
	3				3		

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?
5 MONTHS

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
 Apprentice Initials

VDV
 Handout